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ABSTRACT

The State of Maryland has published this guide that provides State and local personnel, architects, and governmental officials with the method of operation and administration of the State's Public School Construction Program. The material is arranged in sequential order and follows a project from inception through design, construction, and occupancy. An introductory section provides a brief outline of the general procedures and responsibilities for a school capital improvement project. Section 1 examines the programming phase where an educational facilities master plan is developed, and a capital improvement program is established, architects are selected, and sites are approved. Section 2 describes the planning steps, individuals involved, the educational specifications document, and the schematic review process. Section 3 describes design and construction reviews, bidding, and change orders. Section 4 explains the procedure for systemic renovations to prolong facility life. Section 5 describes the process and procedure for reporting or requesting approval facility use changes. Section 6 covers use, maintenance, and movement of State-owned relocatable classroom buildings. Final sections detail the appeals process; maintenance plan development, including funding, reporting, and compliance. Appendices include the rules, regulations, and procedures of the School Construction Program; various educational specifications; applicable procurement laws; and a table of forms. (GR)

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ED 436 922

PUBLIC SCHOOL CONSTRUCTION PROGRAM

ADMINISTRATIVE PROCEDURES GUIDE

STATE OF MARYLAND

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SEPTEMBER, 1994

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PUBLIC SCHOOL CONSTRUCTION PROGRAM

ADMINISTRATIVE PROCEDURES GUIDE

STATE OF MARYLAND

Board of Public Works
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September, 1994

Revised 1/25/99

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ON

SCHOOL CONSTRUCTION

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Revised 1/4/99

FOREWORD

The Interagency Committee on School Construction has approved this Administrative Procedures Guide to reflect changes in the operation of the program consistent with the revised Rules, Regulations, and Procedures for the Administration of the School Construction Program as approved by the Board of Public Works, June 10, 1981, and as amended September 21, 1982, September 17, 1986, December 30, 1987, October 11, 1989, and October 6, 1993.

This publication provides State and local personnel, architects, and governmental officials with an understanding of the method of operation and administration of the Public School Construction Program. The material is arranged in sequential order and follows a project from inception through design, construction, and occupancy.

Formal review stages and approvals are required by the Committee in the development of a project. These required approvals are in no way meant to restrain local initiative in program or project development but are instead a means of monitoring the prudent expenditure of State funds.

The guide is organized and presented to facilitate additions or modifications as developed. It can be kept up-to-date with future insertions or changes. We will review the procedures periodically to make them more effective. Suggestions you may have that would add clarity or improve effectiveness are always welcome.

This document should contribute to the improvements in the planning, design, and construction of public school buildings in the State of Maryland. Through the cooperation and interaction of the local school district staffs, architects, and the staff of the committee, improved educational facilities and learning environments can be developed.

Yale Stenzler
Executive Director
September, 1994

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SECTION I

GENERAL INFORMATION

This section presents the authority and organizational structure of the Interagency Committee on School Construction. It also includes a brief outline of the general procedures and responsibilities for a school capital improvement project.

1. PUBLIC SCHOOL CONSTRUCTION PROGRAM

1.1 AUTHORITY

A. The State Legislature, through Chapter 624 of the Acts of 1971, added Section 130A to Article 77 of the Annotated Code of Maryland providing for a program of State assumption, under certain conditions, of the costs of public school construction and public school capital improvements. This aforementioned statute was subsequently recodified in 1978 and is now in Sections 5-301, 5-302, and 5-303 of the Education Article of the Annotated Code of Maryland. Section 5-307 added in 1980 also pertains to the Public School Construction Program.

B. The legislation authorized the Board of Public Works to adopt rules, regulations, and procedures for the administration of the school construction and capital improvement program. The current rules are reprinted as Appendix A.

1.2 ORGANIZATIONAL STRUCTURE

The organizational structure of primary responsibilities is in Exhibit 1.

1.3 A SCHOOL CAPITAL IMPROVEMENT PROJECT

The outline of procedures and responsibilities for a school capital improvement project is in Exhibit 2.

1.4 STATE FUNDING

A. House Bill 861, which was the enabling legislation that created the Public School Construction Program, was passed and signed into law in 1971. It established a program of State funding for school construction under certain conditions.

Generally, these conditions were:

1. Payment in excess of Federal funds for construction or capital improvements as delineated and approved by the Board of Public Works; and

2. The obligation to pay the costs of school construction and capital improvements extended only to those projects or portions thereof that were in compliance with the rules, regulations, and procedures of the Board of Public Works.

B. The Board of Public Works considers and approves certain school projects as part of an annual capital program. These approvals are specific as to a definite project with a prescribed scope and cost. The Public School Construction Program is obligated for funding only to the extent of these approvals, as stipulated.

C. Accordingly, the Legislature funds the program through the enactment of an annual appropriation and/or bond bill. The amount authorized is based on the total State costs for the projects as approved in the annual statewide program.

D. The Public School Construction Program has funded and will continue to fund the cost of constructing certain school capital improvements or portions thereof up to the extent of the approvals by the Board of Public Works and consistent with the current Rules, Regulations, and Procedures.

E. The Board of Public Works on December 30, 1987, established a State/local shared cost formula to determine the maximum State construction allocation for the eligible portion of a project. The Board of Public Works, in response to a recommendation from the Governor's Task Force on School Construction, approved a revised State/local shared cost formula on October 6, 1993. The percentages in the formula range from 50 percent to 80 percent. See Appendix A, Rule 5(d) for the percentage that applies to each school system.

F. Any costs in excess of those costs considered eligible for State funding are the responsibility of the local jurisdiction.

G. There may be school construction projects planned or constructed by a local jurisdiction that are not eligible for State funding under the Rules, Regulations, and Procedures.

NOTE: Abbreviations

BPW	-	Board of Public Works
CIP	-	Capital Improvement Program
IAC	-	Interagency Committee on School Construction
LEA	-	Local Education Agency
PSCP	-	Public School Construction Program

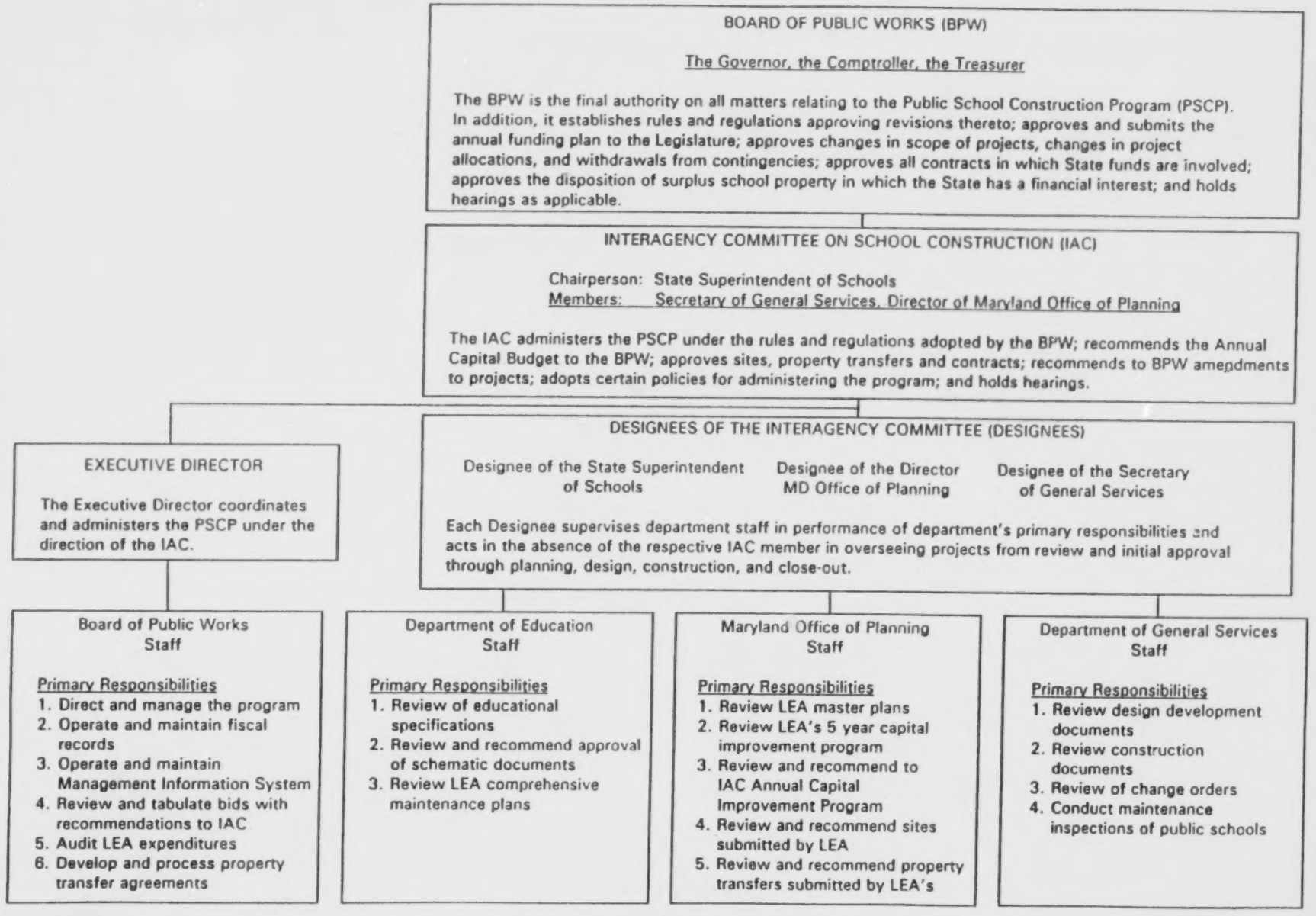
BOARD OF PUBLIC WORKS (BPW)
The Governor, the Comptroller, the Treasurer
The BPW is the final authority on all matters relating to the Public School Construction Program (PSCP). In addition, it establishes rules and regulations approving revisions thereto; approves and submits the annual funding plan to the Legislature; approves changes in scope of projects, changes in project allocations, and withdrawals from contingencies; approves all contracts in which State funds are involved; approves the disposition of surplus school property in which the State has a financial interest; and holds hearings as applicable.
INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION (IAC)
Chairperson: State Superintendent of Schools
Members: Secretary of General Services, Director of Maryland Office of Planning
The IAC administers the PSCP under the rules and regulations adopted by the BPW; recommends the Annual Capital Budget to the BPW; approves sites, property transfers and contracts; recommends to BPW amendments to projects; adopts certain policies for administering the program; and holds hearings.
EXECUTIVE DIRECTOR
The Executive Director coordinates and administers the PSCP under the direction of the IAC.
DESIGNEES OF THE INTERAGENCY COMMITTEE (DESIGNEES)
Designee of the State Superintendent of Schools
Designee of the Director MD Office of Planning
Designee of the Secretary of General Services
Each Designee supervises department staff in performance of department's primary responsibilities and acts in the absence of the respective IAC member in overseeing projects from review and initial approval through planning, design, construction, and close-out.
Board of Public Works Staff
Primary Responsibilities
1. Direct and manage the program
2. Operate and maintain fiscal records
3. Operate and maintain Management Information System
4. Review and tabulate bids with recommendations to IAC
5. Audit LEA expenditures
6. Develop and process property transfer agreements
Department of Education Staff
Primary Responsibilities
1. Review of educational specifications
2. Review and recommend approval of schematic documents
3. Review LEA comprehensive maintenance plans
Maryland Office of Planning Staff
Primary Responsibilities
1. Review LEA master plans
2. Review LEA's 5 year capital improvement program
3. Review and recommend to IAC Annual Capital Improvement Program
4. Review and recommend sites submitted by LEA
5. Review and recommend property transfers submitted by LEA's
Department of General Services Staff
Primary Responsibilities
1. Review design development documents
2. Review construction documents
3. Review of change orders
4. Conduct maintenance inspections of public schools

EXHIBIT 1

EXHIBIT 2

OUTLINE OF PROCEDURES FOR A SCHOOL CAPITAL IMPROVEMENT PROJECT IN THE STATE SCHOOL CONSTRUCTION PROGRAM

A. Prerequisites
   1. By July 1 of each year the LEA will submit or amend its educational facilities master plan.
   2. Prior to September 15 of each year the IAC will inform each LEA of estimated capital funds available for the next fiscal year.

B. Project Planning Approval
   1. LEA submission to PSCP by October 15 as part of its consolidated annual CIP. (Revisions may be submitted until December 7.)
   2. Approval of local government by December 7.
   3. Review, approval, and recommendation by IAC to BPW in January.
   4. Project approved by BPW as part of an annual CIP in January. Establish a tentative maximum State construction budget.

C. Acquisition of School Sites
   1. Submitted by LEA for acquisition approval.
   2. Review and approval by IAC and State Superintendent of Schools.
   3. Acquisition by LEA.

D. Educational Specifications
   1. Educational specifications compiled and written by LEA.
   2. PSCP review and comment on educational specifications.

E. Architect/Engineering Consultants for Design
   1. Selected by LEA.
   2. Agreement drawn up between LEA and architect, with recognition of BPW approved scope, capacity, and the tentative maximum State construction budget.
   3. Funded by LEA.
   4. Record copy of agreement submitted to PSCP.

F. Schematic Drawings
   1. Submitted by LEA prior to September 1.
   2. Reviewed and approved by IAC.

G. Design Development
   1. Pre-design development meeting (optional).
   2. Documents submitted by LEA including life cycle and energy conservation studies prior to November 1.
   3. Documents reviewed with written comments.
   4. Department of General Services written approval of energy design standards.

H. Funding for Construction of a Previously Approved Project
   1. Submission to IAC by LEA as part of its annual capital improvement program.
   2. Approval of local government by December 7.
   3. IAC review for approval and recommendation to BPW in December.
   4. Maximum state construction allocation established and adjusted to projected bid date and included in CIP.
   5. Project approved by BPW as part of annual CIP in January.
   6. Allocations for construction generally available June 1.

I. Construction Documents
   1. Submitted by LEA.
   2. Actual bid documents (100% completed) reviewed by PSCP with written comments.
   3. Authorization to bid if within allocation.
   4. LEA acceptance of local construction costs in excess of maximum state construction allocation.

J. Bidding and Contract Award
   1. Project bid by LEA.
   2. Bids tabulated and submitted to PSCP for approval.
   3. Certification of local funding for ineligible construction costs and excess costs over allocation.
   4. Contract awarded by LEA after IAC approval.
   5. Contract executed by LEA with record copy submitted to PSCP.

K. Construction
   1. School constructed under sole direction of LEA.
   2. Related construction costs by LEA.
   3. Inspection of construction by local inspectors as appropriate.
   4. Change Orders
      a. All change orders approved by LEA to be submitted for information to PSCP.
      b. Change orders for state funding will be reviewed for eligibility, availability of funds, and reasonable pricing.
      c. The cost of change orders or a portion thereof in excess of the contingency established at time of contract award approval by IAC shall be funded by LEA.
   5. Update facility inventory upon substantial completion.

SECTION

100

PROGRAMMING

Project development in the Public School Construction Program consists of three phases: Programming, Planning, and Construction.

In the programming phase, an educational facilities master plan is developed; a capital improvement program is established; architects are selected; and sites are approved.

101 LOCAL EDUCATION AGENCY EDUCATIONAL FACILITIES MASTER PLAN

101.1 MASTER PLAN REQUIREMENTS

A. The Rules, Regulations, and Procedures for the Administration of the School Construction Program require each LEA to annually submit or amend its school system's Educational Facilities Master Plan (EFMP). Each LEA's annual and five-year CIP must be in accord with the current EFMP of record.

B. The master plan shall be submitted or amended by July 1 of each year.

1. Each school system must have a current master plan or plan update on file to be eligible for State project planning approval or construction funding.

2. Master plans that have been updated by means of amendments, supplements, inserts, etc., shall be completely revised every five years.

3. Four copies of the master plan or update shall be submitted.

C. LEA staffs, local planning agencies, and government representatives are responsible for preparation of this planning document. The IAC can provide staff assistance in explaining the master plan format or other procedural questions. The IAC will review and comment upon the plans including an in-depth review where capital funding implications may be imminent. It is not, however, the role of the IAC or its staff to gather the data, to establish the standards, policies and goals, or to formulate the options and conclusions involved in this planning effort.

D. The required components of an acceptable plan are below. They are developed more completely in Section 101.2.

1. Written verification that the Maryland Office of Planning and LEA agree on the county-wide population and enrollment data on which the plan is predicated.

2. A letter from the local planning board, commission, or director stating that the EFMP is consistent with the adopted comprehensive plan of the local jurisdiction.

3. A letter or resolution from the LEA certifying that it accepts the plan as a working document.

4. The following statement must appear at either the beginning or the end of the plan:

The public school system of _____City/County does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability in matters affecting the provision of access to educational programs, and nothing in this Educational Facilities Master Plan of _____ City/County is intended to or will be allowed to institute, reinstate, maintain, or further such discrimination.

The statement must be signed by both the president of the board of education and the superintendent of schools.

5. Goals, Standards and Guidelines

These include the organizational pattern for schools (e.g., pre-k-5, 6-8, 9-12; K-6, 7-9, 10-12), staffing ratios, busing guidelines, occupancy levels, provision of special education and career and technology education in the school system.

6. Community Analysis

This section should provide information on the community. In developing this section, use should be made of the adopted comprehensive plan of the local jurisdiction, county population distribution and plans for future population distribution.

7. Inventory and Evaluation

This section should provide the following information on each educational facility: name, location, State Rated Capacity, grade organization, size in gross square feet, date of construction of original building and additions, renovations, acreage of site, enrollment the previous fall, utilization rate, and general physical condition. Use Form 101.1.

8. Enrollment Data

Enrollment projections should be developed for the next five years and the tenth year on a county-wide basis and for each school by year and by grade, (pre-k through 12), including special education and career technology education as appropriate. The tenth year projection is optional for individual schools. The projections should be developed using birth data and the cohort survival method. They may be verified by the use of county population and age groupings. County-wide totals should be agreed to by the Maryland Office of Planning. Use Form 101.2.

9. Facility Needs Analysis

The analysis should be based upon data presented in the preceding sections of the EFMP and show projected future needs for new schools, additions, renovations, replacements, and/or closures. It should include a narrative describing the need, the justification, and the system's solution

to meeting the need. Adjacent schools, actual and projected enrollments, and anticipated completion date of the project should be included. A summary of the analysis (in priority order) should be included. Use form 101.3 for the summary.

E. The master plan is a planning tool that deals with the LEA's projected facility needs. The analysis and conclusions therein must be able to substantiate each public school capital improvement project.

101.2 OUTLINE FOR THE PREPARATION OF AN EDUCATIONAL FACILITIES MASTER PLAN

A. An outline for the EFMP is provided in the sections that follow. It identifies the information required in the document.

1. Goals, Standards, and Guidelines

Setting the standards to be achieved is an important step in planning. These should clearly delineate the local board of education policies with respect to school development and utilization.

Policies to be included:

a. Teacher:student:staff ratios
b. Transportation policies
c. Provisions for special education
d. Provisions for career technology education
e. Districting and redistricting policies
f. Grade organization pattern
g. Other relevant education program policies
h. School closing procedures

2. Community Analysis

The EFMP should be compatible with community plans, i.e., enrollment at specific facilities should reasonably reflect anticipated development and population patterns at the target date periods.

The analysis shall be done on a county-wide basis. It is, however, desirable whenever possible to also include a focussed analysis of the attendance area for each school.

Use should be made of county population distribution and plans for future population distribution. References shall include:

a. Current population distribution
b. Adopted comprehensive plan of the local jurisdiction
c. Building and subdivision plans
d. Water and sewer plans

e. Transportation plans
f. Shifts in housing and employment pattern

3. Inventory and Evaluation

This is the basic data collection phase to determine what facilities the LEA has and how such facilities are currently used. This inventory should include buildings for which construction money has been appropriated even though the building may not yet be occupied. Use Form 101.1.

a. Basic data should include:

(1) Name and address
(2) Grade organization
(3) State Rated Capacity
(4) Enrollment (previous September 30)
(5) Acreage
(6) The age and square footage of the original construction, additions, renovations, and demolition
(7) Total square footage
(8) Physical condition
(9) Utilization rate

b. An explanation of the system utilized for evaluating the physical conditions should be included.

c. The inventory should indicate the continuing usefulness of each facility.

d. Other relevant information could include:

(1) Floor plans to scale if possible
(2) Number of classrooms/teaching stations
(3) Number and type of special purpose rooms
(4) Number and intensities of special education classrooms
(5) A county map showing the location of the facility and the attendance area
(6) Feeder system for each high school

4. Enrollment Data

a. Enrollment data shall be developed county-wide and for each school for the next five years and the tenth year. The tenth year is optional for individual schools. This must include projected public school enrollments for each target date by grade population.

This data should be derived from birth data and cohort survivals. This data must be agreed to by the Maryland Office of Planning on a

county-wide basis. Assignment of enrollment within the county is part of the local planning process. Use Form 101.2.

b. Trend data on population, age, and enrollment should be utilized to support projections. Trend data should include:

(1) Overall county population
(2) Population by age groups
(3) Public school enrollment - by grade, special and career and technology education populations
(4) Private and parochial school enrollment

c. Demographic data should be supported and developed by using information from:

(1) Demographic analyses
- natural increase
- migration
- household size
- housing building permits
- employment trends
- pupil yield formulas

(2) Community development plans
- comprehensive plan
- water and sewer
- transportation
- land use

5. Facility Needs Analysis

In this section, the projected enrollments, facility inventory data, and service area information are utilized to determine future facility needs. Steps to be included are:

a. Analyze the physical condition of existing facilities to determine if there are future renovation, replacement, addition, or systemic renovation projects.

b. Compare existing capacity to projected enrollments to determine if there is a need for additional capacity projects.

c. Examine utilization rates. The utilization rate of a building is established by comparing the State rated capacity to the current FTE enrollment and calculating the percentage of the building currently being utilized. Any facility which has operated at less then 60% of the State rated capacity for more than 2 consecutive school years should be reviewed for closure, consolidation or redistricting.

d. Study former school buildings that have been closed due to declining enrollments for their potential reuse as a public school building. This includes former school buildings that are used for other educational purposes by the board of education and former school buildings that have been transferred to local government.

e. Describe each project identified. Include:

(1) Scope of the project;

(2) Description of the community to be served using policies, recommendations and land use designations from the adopted county comprehensive plan, anticipated population distribution, water and sewer capacity, and building and subdivision plans.

(3) Adjacent schools which would be impacted; and

(4) Options considered to alleviate the projected need, e.g., renovation vs. replacement; addition vs. new school.

f. Summarize the projected needs. Use Form 101.3.

g. Submittal of the prior year's capital improvement program will not fulfill the requirements for this section.

B. Master plan updates should include the following sections:

Inventory and Evaluation
Enrollment Data
Facility Needs Analysis

In addition, any changes to BOE goals, standards, and guidelines which impact facilities should be included. Community demographic changes which impact the facility needs must also be amended.

101.3 INTERAGENCY COMMITTEE REVIEW AND RESPONSE

Written comments and recommendations will be returned to the LEA within 60 days of IAC receipt of the plan. The comments will be advisory but may form the basis of recommendations to the BPW with respect to capital improvement projects requested by the LEA.

102 CAPITAL IMPROVEMENT PROGRAM

102.1 SUBMITTAL OF CAPITAL IMPROVEMENT PROGRAM (CIP)

A. Prior to the CIP submission, the IAC staff may discuss with LEA representatives projects that may be requested for planning and funding approval. This will not be viewed as a statement or official submission of a board of education.

B. Prior to September 15 of each year, the IAC shall inform each LEA of the amount of estimated capital funds available for the upcoming fiscal year. This serves as a budget guide only and shall not be construed as a minimum or as an assurance of an allocation.

C. By October 15 of each year, the CIP approved by the board of education is to be submitted to the IAC if State PSCP funds are expected to be requested within the next six years. An original and four (4) copies should be submitted.

D. The CIP is divided into three major segments: (1) requests for approval for planning, (2) requests for funding for the upcoming fiscal year, and (3) future planning approval and funding requests for the subsequent five consecutive fiscal years. These two segments provide programming coverage for six fiscal years. Forms 102.1, 102.2, 102.3, 102.4, 102.5, and 102.6 and the attachments constitute a CIP submittal.

E. During and following the IAC staff review of each LEA's annual program request, formal or informal meetings may be conducted with the LEA prior to submitting funding recommendations for the next fiscal year.

F. Written local government approval of the CIP is required and should be included with the CIP submission to the PSCP. This approval letter must be received by December 7.

G. The normal sequence of requests is as follows:

1. Request for Approval for Planning (Form 102.1). Receipt of BPW planning approval is a prerequisite to State construction funding. Planning approval is required for new schools, renovations and/or additions.

   A feasibility study should be considered to determine such issues as renovation versus replacement or conversion to another use. The IAC should be notified if a study is initiated. The feasibility study should be completed prior to requesting planning approval (reference Section 102.2E).

2. Request for Approval of Funding (Form 102.2) shall be used for new schools, additions, renovations, systemic renovations, and relocatable classrooms.

102.2 CURRENT YEAR PROJECT PLANNING APPROVAL REQUESTS

Included in the annual CIP are projects listed in order of the LEA's priority for which State planning approval is requested for the next fiscal year.

These requests for planning approval should be based on a review of current conditions. This would include the number of projects in planning within the LEA and the potential for future State and local funding. Requests for planning approval are to be submitted on Form 102.1. Use a separate form for each project.

A. To be eligible for State construction funding, all projects must have IAC/BPW planning approval and be included in an approved annual CIP. Planning approval does not guarantee construction funding in a specific fiscal year.

B. New schools and additions must be justified on the basis of enrollment growth. The majority of the enrollment for a proposed new secondary school should be in the system at the time of proposal. Nearby schools of the same type or grade structure as the proposed new school (elementary, middle, high) should be fully utilized, overcrowded, or projected to be so. This information should be presented in the project justification.

C. For replacement or renovation proposals, conditions at an existing school must be such that work is clearly warranted. If enrollments at the existing school and nearby schools will allow children to be redistricted without undue hardship or disruption, this possibility should be given careful consideration. For approved replacement or renovation projects where declining enrollment has been experienced, the project capacity, scope, and tentative budget will be based upon a capacity that reflects the level at which the enrollment reasonably can be expected to stabilize.

D. Existing public school buildings should be renovated whenever possible and economical to (a) retain the school building within the neighborhood or community and (b) preserve and enhance prior State and/or local investments. If the Interagency Committee and Board of Public Works determine that a school should be renovated rather than replaced and the local board of education and local government decide to proceed with a replacement school, then the project would not be eligible for State funding in excess of the projected cost of the renovation project.

E. Feasibility Study for continuation or abandonment of an existing school facility.

   1. If a feasibility study in needed, careful study should be made of the existing facility with assistance by qualified consultants. All consultant costs for the feasibility study are a local responsibility.

   2. The planning process should follow as in other projects with delineation of scope, educational data and program, an architectural and engineering survey of the existing plant, and alternative solutions.

3. Careful consideration must be made of the value of an existing facility. Abandonment of an existing building must be the last resort and only recommended when all other alternatives are unacceptable.

4. The planning process should be completed to the schematic point with cost estimates and cost benefit analysis of the various alternatives.

5. Informal discussions with the designees and a review of the feasibility study and the proposed alternatives is recommended prior to formal submittal or adoption by the LEA.

6. The feasibility study with accompanying data and drawings should be submitted to the IAC with a cover letter including the recommendations of the LEA.

7. If the recommended solution includes abandonment of an existing building, the submission must include a statement of lost value, and include the value of the existing facility, the cost of a new site, outstanding bond debt, and other similar unamortized costs.

F. Projects that involve career technology and adult learning education facilities must have a letter of concurrence (including projected enrollment and justification for the project) from the Maryland State Department of Education, Assistant State Superintendent for Career Technology and Adult Learning before approval will be given. A copy of this letter should accompany Form 102.1.

G. Projects that involve special education facilities for any programs where students will be served in a location other than their regular school attendance area must have a letter of concurrence (including projected enrollments and justification for the project) from the Maryland State Department of Education, Assistant State Superintendent for Special Education before approval will be given. A copy of this letter should accompany Form 102.1.

H. Although LEA preliminary cost estimates are listed as part of the request for planning, these cost estimates shall not be considered as a construction budget approved by the IAC. The tentative construction budget with State and local share will be determined prior to the commencement of planning. This tentative figure will be adjusted when construction funding is approved.

I. When a capacity is noted as part of the planning approval for a project in the CIP, such capacity should be considered as the design capacity and shall be consistent with the PSCP Capacity and Space Formula (see Appendix C). Upward or downward revision of a capacity figure may be required as enrollment and demographic information become more current. The scope and design capacity of a project must be approved in writing by the IAC.

J. The LEA must be aware of the local costs of a school construction project. The PSCP cannot provide funds for ineligible related construction costs, listed

in 102.3 A.2. below. The PSCP will provide funds for a percentage of the eligible construction costs of an approved project, which percentages are set forth in Appendix A. This sharing of costs should be shown on Form 102.1 when requesting planning approval.

K. The LEA may submit a request for planning approval for a project that has been initiated at the local level and has proceeded into the design phase, and possibly into or through the construction phase without prior IAC/BPW approval.

1. The project will be reviewed based upon current State criteria and projected enrollments similar to all other projects as cited above;

2. The project request will be reviewed without prejudice;

3. A capacity and scope eligible for State participation will be established when the project is approved for planning by the BPW;

4. A tentative maximum State construction budget based upon the eligible portion of the project will be determined;

5. The LEA will be responsible for all ineligible portions of the project;

6. The State's commitment to provide funds for a project that has been forward funded can be established only when the project is approved by the BPW for planning with an established capacity, scope, and tentative budget;

7. If the project has been bid and the contract awarded, the tentative maximum State construction budget will be based upon the Statewide average cost per square foot at the time of bidding or the actual bid, whichever is lower, pro-rated for the eligible portion of the project.

102.3 CURRENT YEAR FUNDING REQUESTS

Included in the annual CIP are projects listed in order of the LEA's priority for which State funding approval is requested for the next fiscal year. Included are: construction funding, systemic renovations, and the movement of State-owned relocatables.

A. <u>For construction funding requests</u>:

1. To be eligible for construction funding, schematics must be submitted by <u>September 1</u> and design development documents must be submitted by <u>November 1</u>. Requests for State funding are to be submitted on Form 102.2.

2. The LEA is required to have local funds available for the payment of ineligible project costs, i.e.:

   a. local share of construction costs
   b. construction costs above the State allocation
   c. off-site costs and site development costs above the State allocation
   d. movable furniture and equipment
   e. building permits
   f. local building inspections
   g. owner's property and liability insurance, and builder's risk insurance
   h. bid advertising
   i. document reproduction
   j. sewer and water connection charges
   k. change orders over the cost allowed by the PSCP
   l. local signs and plaques
   m. other miscellaneous ineligible costs

3. Once approved by the BPW, a project will have a maximum State construction allocation established. All construction costs in excess of the established State share shall be the sole responsibility of the LEA. This maximum State construction allocation will not be supplemented with additional State funds.

4. The LEA may submit a request for construction funding reimbursement for a project when construction funding has been provided at the local level and the project has received prior IAC/BPW planning approval or is expected to receive IAC/BPW planning approval in the same fiscal year.

   a. The project request will be reviewed without prejudice;

   b. The project will be reviewed for construction funding based upon the current State criteria and projected enrollment procedures used for all other projects, as cited herein;

   c. The State will require the submittal of all the appropriate drawings, specifications, forms, information, cost estimates, life cycle cost, and energy conservation studies, fire protection engineering data, bidding documents, bid tabulations, contracts, or other information normally submitted for projects prior to or after contract award (depending upon the current status of the project).

   d. The maximum State construction allocation will be based upon the State approved capacity and scope and the average Statewide square foot cost for the projected bid date for the eligible portion of the project.

   e. If the project has been bid and the contract awarded, the maximum State construction allocation will be based upon the approved capacity and scope for the eligible portion of the project and the

Statewide average cost per square foot at the time of bid or the actual bid, whichever is lower, pro-rated for the eligible portion of the project.

f. State funds, if provided for a contract previously awarded, will not include any financing costs incurred by the LEA.

g. The LEA and State will examine individual projects, as submitted, to determine funding options consistent with local, State, and Federal payment procedures, requirements, and/or regulations.

h. State funds will not be provided for any work or items that are included in the contract documents which are ineligible for State funding at the time of State approval.

B. For systemic renovation requests:

Systemic renovation projects allow renovation (not maintenance) or replacement of a specific building system within a school facility. The purpose of a systemic renovation project is to extend the life a building while avoiding a building-wide renovation. State funding for approved systemic renovation projects shall be based on the State/local shared cost formula. Requests for systemic renovation projects should be included in the CIP in priority order using Form 102.2. A separate form should be used for each project. Show future years requests on Form 102.3 and Form 102.4. It is not necessary to request planning approval for systemic renovation projects. Systemic renovation projects are discussed more fully in Section 400.

C. Requests for movement of relocatable classrooms:

Requests for the movement of State-owned relocatable classroom buildings should be included in the CIP in priority order. Use Form 102.2. State funding for approved projects shall be based on the State/local shared cost formula. Refer to Section 600 for a more detailed discussion of State-owned relocatables.

102.4 FUTURE PROJECT REQUESTS

A. Use Form 102.3 to provide information on the expected requests for the next five future fiscal years. A single Form 102.3 may be used to show more than one year's expected requests for a single project as long as the appropriate amounts and fiscal years are made clear.

B. Use one Form 102.3 to show all systemic renovation requests for each single year.

C. The IAC may comment on future project requests during its program reviews or in conjunction with its master plan reviews.

D. All requests for future projects should be in constant dollars. Cost figure referenced in 102.8 B.1. should be utilized.

102.5 SUMMARY AND STATUS FORMS

A. Use Form 102.4 to summarize the current requests for the next fiscal year and the requests planned for the succeeding five years. Where planning project approval is requested, show "plan" in the appropriate column.

B. Use Form 102.5 to summarize the status of previously approved capital projects, including those with prior IAC approval for planning. In column 7 of Form 102.5, indicate if the facility is partially or fully occupied. Projects reported as occupied the previous year can be deleted from this form.

C. Submit Form 102.6 to report the status of State-owned relocatable classrooms. The IAC will forward the appropriate form with the information for columns 1-5. The LEA should complete columns 6 and 7 and submit the form with the CIP.

102.6 AMENDMENTS

Amendments to the CIP must be received by December 7. Amendments must follow the same procedural steps as the original requests. The appropriate forms must be completed showing the amendments and must be clearly marked as amendments. All forms affected by the amendment must be revised. All amendments must be approved by the local board of education and the local government before they can be reviewed by the IAC. An original and four (4) copies should be submitted.

102.7 EVALUATION OF PROJECT CLASSIFICATIONS

A. All projects will be evaluated on the basis of past and projected enrollments, not only at the school in question, but at adjacent or nearby schools. Projects for additional capacity may not be recommended for planning approval or funding where adequate capacity is available at adjacent schools.

B. Although the LEA establishes priorities for its local capital program, the evaluation of these priorities with respect to other projects in the State and the limited State funds available is a function of the IAC and the BPW. Projects may be recommended for deferral or modification so that more critically needed projects in the subdivision or in other subdivisions may proceed.

C. The project classifications are as follows:

1. Includes projects to construct new schools or additions to existing schools to provide instructional space for significant additional student

capacity. Within this category, preference will be given to basic instructional spaces such as classrooms and laboratories.

2. Includes projects to replace or renovate all or parts of schools that have been in use for more than 40 years where the purpose is not to provide significant additional capacity. Enrollment data must support the project.

3. Includes projects to modernize by additions or renovations (other than "limited use" additions or renovations described in 5. below) to existing schools, which have been in use for more than 25 years, where the purpose is not to provide significant additional capacity. Enrollment data must support the project.

4. Includes projects to construct new additions to existing schools or to renovate parts of schools which support local school systems in the implementation of State and local educational initiatives. These initiatives could include: prekindergarten, science, technology education and Maryland School Performance Program projects in "special assistance" schools.

5. Includes systemic renovation projects. These are renovations or replacements of a specific building system in a school facility which extends the useful life of the facility for a minimum of fifteen (15) years. The system must be sixteen (16) years old or older.

6. Includes projects to modernize by additions or renovations (other than "limited use" additions or renovations described in 7. below) to existing schools, which have been in use 15 to 25 years where the purpose is not to provide significant additional capacity. Enrollment data must support the project.

7. Provides "limited use" additions such as auditoriums, gyms, and locker rooms or expanding or renovating existing facilities of this nature.

8. Provides other less critical facilities that qualify under the rules and regulations such as swimming pools, food service space improvements, site modifications, and outdoor education facilities.

D. Further classification based upon a project's <u>evaluation and progress</u> are as follows:

1. <u>"A" Approved for planning or construction funding</u>.

   All PSCP and LEA staff questions, problems, or comments are currently resolved; the project is approved; and project development should proceed.

2. "B" Deferred but eligible for planning or construction funding.

   All PSCP and LEA staff questions, problems, or comments are currently resolved; the project is eligible for funding but deferred due to fiscal constraints and/or higher priority projects.

3. "C" Deferred based on issues yet to be resolved.

   A judgment has been made that the project as currently proposed or as it currently stands in the planning process is inappropriate and inadvisable. It should not proceed at all or it should not proceed until the outstanding problems have been resolved. Problem areas may include but are not necessarily limited to: capacity/enrollment, scope, estimated cost, State or local funds, alternative solutions available, master plan inconsistency, other agency approvals, and relative priorities.

4. "D" Denied low priority or ineligible project.

   Projects do not meet PSCP funding guidelines and are therefore ineligible.

E. Projects will be evaluated according to categories 1 to 8 and "A," "B," "C," or "D."

F. All projects will be reviewed periodically based on the stated criteria in order to be considered for planning approval or funding.

G. The above stated priority categories should be considered when establishing local priorities. It should be evident that the probability of State funding for projects in classifications 6, 7 and 8 is unlikely due to the State's priorities and limited resources.

H. All requests will be reviewed for consistency with the Economic Growth, Resource Protection and Planning Act of 1992.

102.8 DEVELOPMENT OF MAXIMUM STATE CONSTRUCTION BUDGETS AND ALLOCATIONS

A. Definitions

1. "Building Cost" is the cost of constructing a building, not including site work.

2. "Construction Cost" is the cost of constructing a building, including the cost of appropriate site work.

3. "Maximum Gross Area Allowance" is the maximum number of gross square feet upon which State funding is based. It is the product of the

approved design capacity and the square foot allowance per unit of capacity as per the IAC reference.

4. "Maximum State Construction Allocation" is the dollar amount approved for State funding. It is the product of the maximum gross area allowance, the statewide average cost per square foot figure (using construction cost or building cost amounts as appropriate), the appropriate percentage figure of building cost for renovations within an existing building, a regional cost factor (if any), a percentage for a contingency, and the application of the appropriate State/local shared cost formula.

5. "Site Work" is generally construction work performed on a site ten feet or more beyond the perimeter wall of the building.

6. "Statewide Average Cost Per Square Foot" is the cost figure used to derive project budgets and allocations for purposes of State participation. School and other construction projects bid, and various construction cost data sources will be used to develop and verify this figure each year.

7. "Tentative Maximum State Construction Budget" is the dollar amount that is to be used for design purposes. It is the product of the maximum gross area allowance, the Statewide average cost per square foot figure (using construction cost or building cost amounts as appropriate), the appropriate percentage figure of building cost for renovations within an existing building, a regional cost factor (if any), a percentage for a contingency, and the application of the appropriate State/local shared cost formula.

B. Procedure

1. The IAC will exert every effort to determine the most accurate average Statewide cost figures possible. To establish the costs to be expected at time of bid will require an ongoing review of costs experienced by the PSCP. Various national and local costing services may also be used. This data will be distributed to LEAs in July.

2. The computation of the Tentative Maximum State Construction Budget shall be based on the approved gross square feet in the project and the appropriate construction cost or building cost figure as follows:

   a. For a new school or replacement school the computation is the product of the approved Maximum Gross Area Allowance, the construction cost per square foot, a contingency, and the percentage State/local share.

   b. For an addition to or replacement of a portion of an existing school, or for renovation work within an existing school, the computation is the product of the approved gross square feet in the project, a percentage of the building cost per square foot, a contingency, and

the percentage of State/local share. The percentage of building cost is based upon the age of the existing spaces in which renovation work is to take place. The percentages are:

(1) For an addition project or for the replacement of a portion of a building over 40 years of age - 100 percent with the product increased by 12 percent for site redevelopment.

(2) For renovation within a building that has been occupied:

41 years or more	-	85 percent
26 to 40 years	-	60 percent
16 to 25 years	-	50 percent
15 years or less	-	0 percent

NOTE: Compute the age of a building or each portion thereof by subtracting the year of occupancy from the year of the January in which planning approval by the BPW is anticipated.

(3) The appropriate State/local shared cost formula shall be applied to the State eligible project costs.

3. The above percentages are maximums, and the completion of projects at lower costs is encouraged.

4. A tentative maximum State construction budget for a project will be established when planning approval is recommended by the IAC and the planning project is approved by the BPW.

5. When construction funding is approved, the maximum State construction allocation is established.

6. In an existing building, areas 15 years of age or less are ineligible for State funding and will be deducted from the maximum gross area allowance.

7. Areas that need to be added to or renovated will be determined after a critical analysis of the existing plant. The Maximum State Construction Allocation will be computed on the basis of the maximum gross area allowance for a comparable new school of the same approved design capacity, as derived by use of the Capacity and Space Formula (see Appendix C).

8. In some circumstances, the Committee may approve a Maximum Gross Area Allowance in excess of that derived from the Capacity and Space Formula. For example, there is a fundamental change in the type of use of the building, which requires substantial alteration and reconfiguration of existing spaces throughout the building.

9. If bids are received by the LEA and the lowest responsible bidder's proposal exceeds the combined State/local allocation, the local jurisdiction can (a) supplement the allocation (and assume responsibility for all change orders), (b) revise and rebid (with no subsequent adjustment in State funds), or (c) cancel the project. If the lowest responsible bidder's proposal is below the State maximum allocation, an allowance of up to 1-1/2 percent will remain in the project's allocation for change orders. The balance will revert to the Statewide Contingency Account.

102.9 CAPITAL IMPROVEMENT PROGRAM APPROVAL PROCEDURE - SUMMARY

The procedures for development, submittal, and approval of an annual CIP are as follows:

A. Educational Facilities Master Plan or amendments must be submitted by July 1.

B. Discussions between LEA and IAC staffs may take place to provide IAC staff information as to likely LEA high priority requests for upcoming fiscal year. Review and preparation of CIP materials by both LEA and PSCP continues. Work on schematic and design development drawings continues for LEAs intending to request funds in the fall.

C. By September 1, schematic documents must be submitted to PSCP.

D. By September 15, the IAC will inform each LEA of expected program funding levels.

E. By October 15, the Board of Education approved CIP must be submitted to the PSCP.

F. By November 1, design development documents, including cost estimates, life cycle costs, and energy conservation studies, must be submitted to PSCP.

G. During October/November, PSCP-LEA program review meetings take place.

H. In mid-November, IAC staff makes its program recommendations to IAC. These recommendations are communicated to each LEA.

I. By December 7, amendments to the CIP and local government approval must be submitted to PSCP.

J. In December, IAC holds a public hearing to receive testimony on IAC staff recommendations. IAC decides upon the recommendations to be made to the BPW. LEAs and other concerned parties are informed of IAC recommendations.

K. In January, the BPW holds a public hearing to receive testimony on IAC recommendations.

L. Between January and April, the Legislature considers the recommendations and approves an appropriation for public school construction funding for the upcoming fiscal year.

M. The LEA may be required to submit an environmental assessment form (Form 104.2) upon approval of a project. IAC staff will notify the school systems of which projects are subject to this requirement and when the form should be submitted.

102.10 AMENDMENTS TO APPROVED CAPITAL IMPROVEMENT PROGRAM

Amendments to an approved CIP may be requested at any time. The LEA should prepare the appropriate forms, usually Forms 102.1, 102.2, and possibly 102.4, and submit them along with appropriate justification and back-up information. Forms shall be clearly marked "Amendment," dated, and must be approved in writing by the board of education and the local government. After review, the LEA will be informed of IAC staff recommendations and IAC and BPW action. Opportunities for LEA appeal are the same as for the normal CIP approval process.

103 ARCHITECT SELECTION

103.1 GENERAL REQUIREMENTS

The plans, specifications, and related documents for each State-funded construction project must be developed under the supervision and responsibility of an architect or engineer who is licensed or registered to practice in the State of Maryland.

103.2 SELECTION AND AGREEMENT

The process by which the LEA selects an architect or engineer is determined by local statute, policy, or practice. The payment of all fees related to the selection and employment of the architect, engineer, or other consultants is the sole responsibility of the LEA.

A. Prior to the selection of the architect or engineer, the capacity, general scope, area allowance, and preliminary construction budget shall be established and recognized by the LEA and the IAC.

B. When the selection of the architect or engineer has been made, the PSCP is to be notified. An executed copy of the Architect/Engineer (A/E) Agreement is to be filed with the PSCP using Form 103.1.

C. In order for the project to qualify for State funding, the A/E Agreement shall include as basic or special services:

1. Provisions for the IAC review and approval of the schematics, review of the design development, construction and bidding documents, and related cost estimates;

2. Provisions to assure that the design of the project is in compliance with the standards and procedures set forth by DGS for energy usage, energy conservation, and life cycle cost analysis studies. See Procedures For The Implementation of Life Cycle Cost Analysis and Energy Conservation; and

3. Development of major add alternates to the base bid.

103.3 CONSTRUCTION BUDGET AND FIXED CONSTRUCTION COST

A. At the time planning is initiated, a tentative maximum State construction budget shall be established by the IAC and reviewed with the LEA prior to beginning development of the educational specifications. This budget shall be consistent with the project approval of the IAC, and shall serve as a guide for the LEA and A/E during the design process.

B. At the time the project is approved for construction funding, a maximum State construction allocation will be established with an anticipated bid date.

C. The State will not increase the established maximum construction allocation if a project bid exceeds the available funds.

D. It is recommended as a cost control measure that each project should be developed with major add alternates to the base bid. These alternates should amount to approximately ten percent (10%) of the estimated cost of the project and be agreed upon early in the design process and no later than the design development phase.

E. Appropriate steps shall be taken by the LEA and the A/E to obtain separate pricing for any ineligible work or items included in the project which will be locally funded.

F. Value Engineering could be utilized as a cost control technique during the various phases of the design process. It is based upon an analysis of the functions and design of a project with the objective of identifying unnecessary or high cost elements. If Value Engineering will be used for the project, it should be referenced in the A/E Agreement.

104 SITE SELECTION

104.1 PROCEDURE FOR SITE SELECTION

A. The site selection procedure enables the State to objectively review the suitability of locally selected school sites.

B. IAC approval and the approval of the State Superintendent of Schools is required for the acquisition of all new sites, whether for imminent use or site bank purposes. Formal approval is also required for the acquisition of more than five acres of land added to an existing site.

C. IAC confirmation is required for the use of previously approved sites if the approval was given more than five years prior to the date the LEA is requesting planning approval for a project at that site. The LEA must follow the procedure for new site acquisition as outlined in G. below.

D. Site approvals are required from the following State agencies prior to submittal of the site for IAC and State Superintendent approval.

1. Department of Natural Resources (DNR) will review for issues related to wetlands (tidal and nontidal), endangered species, flood plains, Chesapeake Bay Critical Area, coastal zone consistency, forest and tree impact, recreation and open space, and general natural resources impact.

2. Maryland Department of the Environment (MDE) will review for issues related to water and sewer service, stormwater management, soil erosion, wetlands, presence of hazardous and solid waste, air management, and general environmental impact.

3. Maryland Historical Trust (MHT) will review the status of the site concerning inventoried historic properties, National Register listed properties, prior archeological or architectural research conducted in the project vicinity. They will assess the site for potential historic properties that have not yet been identified and supply recommendations on the appropriate treatment.

4. State Highway Administration (SHA) will review for possible future state roads encroachment on the site, access from State roads, and general transportation issues.

E. The Clearinghouse, Maryland Office of Planning, can assist the LEA in acquiring all State approvals, see D. above. If the LEA does not wish to use the Clearinghouse, it may acquire the approvals independently by contacting each agency. See Form 104.1 for addresses.

The LEA should submit site selection material to the Clearinghouse with a cover letter requesting the review. The Clearinghouse will then coordinate the review process with the necessary State agencies.

Address: Clearinghouse
Maryland Office of Planning
301 West Preston Street
Baltimore, Maryland 21201

Seven (7) copies of the Site Analysis Report (Form 104.1) and the following attachments should be sent:

1. Small scale location/vicinity map;

2. Site plan showing metes and bounds, topography, flood plains and wetlands, easements and rights-of-way affecting property, sewer and water, gas and electricity service, sidewalks, storm drains, swales, and general features of land abutting property including existing and/or proposed street layout. Indicate on the site plan the probable location of the building, parking and play fields;

3. A letter from the LEA superintendent indicating board of education approval of the site;

4. Environmental Assessment Form (EAF) 104.2 of the Clearinghouse, Maryland Office of Planning that is used to assist in determining the natural and socio-economic environmental effects of the project; and

5. Any other appropriate attachments.

The Clearinghouse will disseminate copies of the above to the appropriate agencies requiring comments be returned within 60 days. These comments will be forwarded to the LEA for inclusion with the site selection materials sent to the IAC for review and approval.

F. The acquisition of an additional five acres or less to existing sites is not subject to formal approval by the IAC and the State Superintendent. Automatic approval will occur 30 days after the receipt of the material by the IAC unless adverse comment is sent to the LEA in the interim.

1. If the property will be altered in any way that changes existing environmental conditions, review is required by DNR, MDE, MHT, and if road frontage is involved, the SHA. The Clearinghouse procedure may be used or Form 104.1 and the attachments listed below may be sent to these agencies with a cover letter requesting the review. Addresses are on Form 104.1.

   a. Small scale location/vicinity map;

   b. Site plan showing metes and bounds, topography, flood plains and wetlands, easements and rights-of-way affecting property, sewer and water, gas and electricity service, sidewalks, storm drains, swales, and general features of land abutting property including

existing and/or proposed street layout. Indicate on the site plan the probable location of the building, parking and play fields;

c. A letter from the LEA superintendent indicating board of education approval of the site;

d. If construction is planned on the additional land to be acquired, the test boring report should be submitted;

e. Environmental Assessment Form (EAF) 104.2; and

f. Any other appropriate attachments.

After the receipt of comments from DNR, MDE, MHT, and SHA the entire package of materials including the review comments and local approvals as required should be sent to the IAC for approval.

2. If the property will remain in its natural state with no environmental change, Form 104.1 and the following attachments are to be sent to the IAC.

a. Small scale location/vicinity map;

b. Site plan showing metes and bounds, topography, flood plains and wetlands, easements and rights-of-way affecting property, sewer and water, gas and electricity service, sidewalks, storm drains, swales, and general features of land abutting property including existing and/or proposed street layout.

c. A letter from the LEA superintendent indicating board of education approval of the site; and

d. Any other appropriate attachments.

G. When an LEA determines that it should acquire a site for a new school or for the site bank, the first step is to request a site visitation by a PSCP representative.

1. A rough sketch or layout of the site should be made available to the PSCP representative. The sketch should show the overall boundaries and existing physical conditions. The PSCP representative also should be informed of the LEA's planned acquisition schedule and any potential physical problems with the site. The representative will respond appropriately and if additional questions exist or are forthcoming, will so advise.

2. After the visit to the proposed site by the PSCP representative and the resolution of any issues that may arise from that visit, the LEA will be requested to proceed with preparation and submittal of Form 104.1. The form and the attachments listed below must be sent to DNR, MDE, MHT,

and SHA with a cover letter requesting the review. Or, the Clearinghouse procedure may be used, see 104.1 E. above.

a. Small scale location/vicinity map;

b. Site plan showing metes and bounds, topography, flood plains and wetlands, easements, and rights-of-way affecting property, sewer and water, gas and electricity service, sidewalks, storm drains, swales, and general features of land abutting property including existing and/or proposed street layout. Indicate on the site plan the probable location of the building, parking and play fields;

c. Letter from the LEA superintendent indicating board of education approval of the site;

d. Test borings are required for approval of all new sites and all additions to existing sites if there is to be building construction on the additional land. New sites include sites acquired for imminent use or site bank purposes;

e. Environmental Assessment Form 104.2; and

f. Any other appropriate attachments.

3. The package of site selection approval material should be submitted to the IAC in the following manner:

a. A letter should be sent to the IAC requesting State approval to acquire the site. This letter should indicate the probable timetable for acquisition of the site and the proposed use.

b. The above letter should transmit Form 104.1 with the required attachments as listed on the form.

4. The State Superintendent of Schools and the IAC will both review the request. The school system will be notified of action on the request by means of a single letter from the State Superintendent acting as such and as IAC Chairperson.

5. State Superintendent and IAC approval of a site does not imply agreement with the need for a new school on that site or in its general area nor does it imply a commitment of the PSCP to fund any improvements on the site.

H. Test borings are required for approval of all new sites and all additions to existing sites if there is to be building construction on the additional land. New sites include sites acquired for imminent use or site bank purposes.

1. Test borings should be located such that a representation of surface and subsurface conditions in the footprint of the building is obtained. If there

are two or more possible locations of the building on the site, borings should be taken at the likely building locations.

2. Borings are <u>not</u> required for land upon which a building is not to be constructed.

3. When construction is planned on an addition to an existing site which addition is five acres or less, the test borings report should be submitted.

SECTION

200

PLANNING

The planning phase describes the steps in the planning process, the individuals involved, the development of an educational specifications document, and the schematic review process.

201 PROJECT PLANNING PROCESS

201.1 THE PROJECT PLANNING PROCESS

The steps outlined below describe the sequence and procedure for the planning process. More detailed information is included in the sections that follow.

A. Before beginning the project planning process, the LEA shall receive in writing the IAC approved scope, enrollment, State design capacity, and tentative maximum State construction budget allocation.

B. Select the project planning committee and establish a schedule for the planning process.

C. Determine the educational program, staffing, organization, the operating budget, enrollment projections, etc. including the recording of decisions. Such a record forms the basis of educational specifications for the project.

D. Visit other schools.

E. Develop of the educational specifications.

F. Submit the approved educational specifications to the PSCP for review and comment.

G. Select and hire architectural firm.

H. Meet with the project architect to interpret the educational specifications.

I. Translate the educational specifications into schematic design documents.

J. Review the schematic design for consistency with the educational specifications, the Tentative Maximum State Construction Budget and local funds.

K. Submit the board approved schematic design to the PSCP for review, approval, and comments.

201.2 PROCEDURES BY THE LEA FOR ESTABLISHING THE PROJECT PLANNING COMMITTEE

A. Each LEA is responsible for the process that establishes a project planning committee. Immediately after being formed, the committee should establish individual and group responsibilities and develop an efficient time schedule. The composition of the committee becomes a part of the project record.

B. The MSDE school facilities specialist should be invited to participate, beginning with the initial meeting. The specialist functions as a consultant to the project planning committee.

C. Project information and data, i.e., enrollments, capacity, scope of work, should be compiled and distributed to all committee members prior to the development of educational specifications.

201.3 COMPOSITION OF THE PROJECT PLANNING COMMITTEE

A. It is essential that certain individuals be involved in the project planning process. These include the superintendent and/or the designated representative(s), the LEA's director of facilities planning, the present or designated principal of the school or a similar school, the curriculum and/or instructional specialists, teachers, maintenance personnel, and PTA members.

B. Representatives of local government agencies, the community, and other MSDE specialists may be involved.

201.4 RESPONSIBILITIES OF THE MSDE SCHOOL FACILITIES SPECIALIST

A. The specialist is responsible for (1) assisting with the interpretation of PSCP parameters and procedures, (2) interpreting MSDE facility guidelines, (3) assisting in the development and reviewing the educational specifications, and (4) assisting with the IAC review and approval of schematic documents.

B. The specialist should be involved in a sufficient number of meetings with the project planning committee to monitor and to assist with the development of the project.

202 EDUCATIONAL SPECIFICATIONS AND SCHEMATIC DESIGNS

202.1 DEVELOPING EDUCATIONAL SPECIFICATIONS

A. The educational specifications describe the proposed educational activities, the performance expectations for the supporting facilities and is a record of the decisions made by the project planning committee. The document serves two purposes. It is the basis for reviewing the proposed schematic design and a tool for evaluation after construction and occupancy. The educational specifications may be modified during the planning process. Issues may arise and new decisions may be made that necessitate amendments to the specifications.

B. The Outline for Educational Specifications to assist in the development of educational specifications is in Appendix D. It identifies information that is required in the document.

C. School facility planning guides have been and continue to be developed by MSDE on such topics as technology in schools, indoor air quality, science facilities, secondary schools, and media centers. They are available through the MSDE School Facilities Branch.

202.2 REVIEW OF EDUCATIONAL SPECIFICATIONS

A. Two copies of the LEA approved educational specifications document shall be submitted with a cover letter to the PSCP.

B. The specialist will review and comment on the submission. Within ten (10) working days the LEA shall be notified in writing of the review comments. The review will be based upon consistency with (1) the LEA's Educational Facilities Master Plan, (2) the project approval in terms of scope, capacity, and budget, and (3) the Outline for Educational Specifications. The specialist shall arrange a meeting to review and resolve any inconsistencies that are noted.

C. Two (2) copies of any amendments to the educational specifications shall be forwarded to the PSCP.

202.3 DEVELOPING THE SCHEMATIC DESIGN

A. After the IAC review of the educational specifications the schematic design process may begin.

B. Approval for the acquisition of a new site should occur prior to the development and submission of the schematic design documents.

C. The first schematic design meeting focuses on program interpretation. Present should be the planning committee, the MSDE school facilities specialist, and the project architect. The purpose of the interpretation meeting is to review the educational specifications, project schedule, and other parameters. The estimated construction budget (State and local) will be discussed and utilized for planning purposes.

D. During the schematic design phase, the architect develops one or more preliminary design solutions, each showing how program goals are met. Schematic designs will be conceptual, and derive from requirements set forth in the educational specification. The project planning committee selects one solution as best meeting the needs of the school community. This solution will be refined through a process of review and revision.

202.4 SCHEMATIC DESIGN APPROVAL

A. The project planning committee, the MSDE school facilities specialist, and the LEA facilities staff should agree that the project architect's schematic design responds to the educational specifications, can be accomplished within the approved construction budget (State and local), and meets other appropriate criteria.

B. Upon local approval, the schematic design is submitted to the PSCP for approval.

C. Two (2) copies of the schematic design submission are transmitted to the PSCP using Form 202.1.

D. Attachments to Form 202.1 consist of:

1. Location/vicinity map.

2. Site plan (to scale). Include total site, roads, parking areas, play areas or fields, pedestrian circulation, topography shown at 2' contour intervals, rights-of-way or easements, and utilities. Indicate area to be developed.

3. Floor plans, minimum scale 1/16" = 1'-0". Include gross square foot area per floor and net square feet of each space. Gross area of the building shall be computed according to the American Institute of Architects (AIA) Standard Area Method, except that interior uncovered courts, canopies, open-sided covered walkways, and building eaves shall be excluded from the calculations. For renovation and/or addition projects, include floor plans of the existing facilities.

4. Sections, minimum scale 1/16" = 1'-0".

5. Elevations, minimum scale 1/16" = 1'-0".

6. Statement of the probable construction cost. Include information about costs for locally funded items ineligible for State funding and any additional square footage for renovation or new construction.

7. Project schedule. Include appropriate time for State and local agency review.

8. Educational specifications amendments, if any.

9. Narrative description. Include descriptions of the structural, mechanical, electrical, and site utility systems being considered for the project.

E. Within ten (10) working days after receipt of a complete schematic design submission, the LEA shall be notified in writing of the review comments and recommendations of the PSCP staff.

F. The IAC authorizes the LEA in writing to proceed with the preparation of design development documents. The authorization may include requirements to be incorporated into the design development documents. If for any reason the schematic designs are not approved, steps must be taken to resolve the problem(s). This may require redesign and/or resubmittal.

SECTION

300

DESIGN AND CONSTRUCTION

This phase describes in detail the design development review, construction document review, bidding, and change orders. Also included are the procedures for financial operations and alternative construction methods.

301 PRE-DESIGN DEVELOPMENT MEETING

301.1 PROCEDURE

A. Upon approval of the schematic phase, and prior to proceeding with the design development phase, a pre-design development meeting may be scheduled with the PSCP/DGS staff, project A/Es, and the LEA. Items to be discussed could include design alternatives, trade-off studies, energy conservation, material selection, construction costs, schematic comments, funding, restrictions, procedures and other requirements related to subsequent submissions.

B. The request for a meeting shall be made by the LEA.

302 DESIGN DEVELOPMENT DOCUMENTS

302.1 DESIGN DEVELOPMENT

A. Design development includes the technical studies the architect and consultants make to analyze and evaluate the various systems available in order to select the most advantageous and cost beneficial system for the building design.

B. The design development documents prepared by the architect for review by the LEA and the IAC shall be based on the approved schematics, the pre-design development conference, and other information furnished by LEA staff. Three complete sets shall be forwarded to the IAC for review and comment with Form 302.1.

C. Throughout the design process, the architect shall take such necessary cost control measures required by the current circumstances of the construction market so that at the time of bid the total cost of the project shall be below the fixed limit of the construction cost as established by the LEA. The architect has the responsibility for the preparation and submission of the detailed cost estimate. The cost data shall be verified for thoroughness and signed by the architect.

D. The design development submission shall include detailed narrative descriptions of architectural, site, civil, structural, mechanical, and electrical design/systems.

E. The contents of the design development submission shall include the following:

1. Site and Civil

   a. Site plan including basic topographical detail with contours, vegetation, floor elevations, sewer inverts, utility service lines and points of connection, easements, rights-of-way, access roads, storm water and sediment control, fire hydrant locations, geotechnical report with test borings, and area of site in acres. Site plans shall be at a scale of 1" = 40'.

   b. The geotechnical report shall address those issues as outlined in the Department of General Services Procedure Manual for Professional Services.

   c. A written statement of project approval intent from the local Soil Conservation Service (S.C.S.). In the event S.C.S. directs that public hearings be held, the arrangements are to be made jointly between S.C.S. and the LEA.

d. LEA is responsible for project complying with local, state or federal regulations dealing with forestation, storm water management, sediment control and other environmental issues.

2. Architectural

a. Floor plans and elevations, minimum scale 1/8" = 1'-0". Each major space shall be appropriately identified by name. Indicate gross square foot area per floor and net square feet of each space. Gross area of the building shall be computed according to the AIA Standard Area Method, except that interior uncovered courts, canopies, open-sided covered walkways, and building eaves shall be excluded form the calculations.

b. Transverse and longitudinal sections, minimum scale 1/8" = 1'-0". Indicate ceiling heights of various spaces. If the project involves interior renovation, develop as many sections as required to show the full scope of the work.

c. Exterior wall sections, minimum scale 1/2" = 1'-0", indicating typical conditions at floor(s) and roof.

d. Indication of gross area of building on cover sheet.

e. Alternates shall be established to ensure approval of a contract award to be within the total allocation without the necessity to revise and rebid. Alternates shall be "add-on" types and should be listed in the order of their importance for bidding acceptance and/or rejection. This shall not preclude the selection (at time of contract award) of an add alternate of a lesser priority but attainable within the funds available. The alternates must be described with estimated costs and shown for either State eligibility or local funding.

3. Structural

a. Foundation system - spread footings, piles, caissons, etc.

b. Schematic framing plans - roof and floor systems. Indicate approximate size and spacing of structural members.

c. Assumed live loads and soil bearing values for footing design.

4. Mechanical and Plumbing

a. Schematic layout of Heating, Ventilation, Air Conditioning (HVAC) and Plumbing.

b. Engineering drawings submitted as a minimum shall consist of single line drawings of each system. Drawings shall show equipment

layouts for specialized areas such as mechanical rooms, kitchens, etc. Drawings shall show equipment located outside the building and/or on the roof. The drawings shall be in sufficient detail as to convey the intent of the selected system.

c. Heating and cooling loads, ventilation requirements.

d. Mechanical Calculations: One copy of building and system load calculations of HVAC and plumbing systems shall be submitted.

5. Electrical

a. Electrical schematic service and feeder diagrams.

b. Typical lighting fixture and receptacle layouts.

c. Typical telecommunications, fire alarm, and other special systems layouts.

d. Engineering drawings submitted as a minimum shall consist of single line drawings of each system. Drawings shall show equipment layouts for specialized areas such as electrical rooms, kitchens, etc. Drawings shall show equipment located outside the building and/or on the roof. The drawings shall be in sufficient detail as to convey the intent of the selected system.

e. Electrical Calculations

(1) Requirements: One copy of the following preliminary calculations are to be submitted.

(a) Load and demand analysis

(b) Load analysis for stand-by power systems

(c) Lighting power budget per latest revisions of ASHRAE/IES 90.1

(d) Lightning risk assessment per NFPA 78, Appendix I

(2) Format: All calculations are to be presented on an applicable form; all literature used in the determination of the calculations shall be referenced.

6. Energy Conservation

The design of any new structure, additions, and renovations shall demonstrate cost effectiveness and energy consumption efficiency through life cycle cost analysis specified in Department of General Services' Procedures For The Implementation of Life Cycle Cost Analysis

and Energy Conservation. The submission of Form 302.2 should summarize the results of the studies and be consistent with Appendix G herein.

7. Support Data

   a. Complete Form 302.3 "Design Development Analysis" and Form 302.4 "Cost Estimate Summary and Worksheet."

   b. Comparative and life cycle cost studies substantiating selection of architectural, structural, mechanical, and electrical systems as specified in the Department of General Services' Procedures For The Implementation of Life Cycle Cost Analysis and Energy Conservation.

   c. Electrical power requirements - relation to operating costs.

8. Outline Specifications

   a. Scope of work.

   b. General information as to construction materials and systems.

   c. Indicate general room finishes to be used and locations.

   d. Outline specifications for HVAC, electrical, plumbing, fire protection and underground utilities shall clearly define the components of each system, as well as all materials and methods of installation.

9. Special Conditions

   a. For additions and alterations, indicate existing conditions; i.e., class of construction, structural system, wall and roof construction, heating and ventilating systems, etc.

   b. Schedules and phasing of construction, as applicable.

   c. Separate contracts must be identified and considered for eligibility. Separate contracts anticipating State funding must be approved in writing prior to proceeding.

10. Cost Control

   a. For all projects, a detailed cost estimate on Form 302.4 shall be prepared at design development and updated periodically through the construction document stage. State and local costs shall be identified and listed separately.

   b. If at any time during the design process, the ongoing cost estimates indicate a disparity between the approved maximum State and local construction budgets and the anticipated construction cost at the

time of bid cannot be resolved by the architect without a reduction in the scope of the project, the architect should immediately notify the LEA in writing. All design work should be halted. By mutual agreement, the architect and the LEA should take corrective and appropriate measures to resolve this disparity.

11. Optimization

a. Cost savings can be achieved by evaluating, through a system of alternate proposals, the major cost areas. A number of factors must be considered. Principal among them is the "total cost concept," the ultimate costs to construct, operate, maintain, and replace a facility or system for a specified life cycle.

b. Cost analysis as required in 7. Support Data above should be made on the basis of the total cost concept.

c. For uniformity and comparative analysis, life cycle cost studies should be based on the DGS standards and procedures as required by Procedures For The Implementation of Life Cycle Cost Analysis and Energy Conservation.

d. Value Engineering should be utilized as a cost control technique during the various phases of the design process. It is based upon an analysis of the functions and design of a project with the objective of identifying unnecessary or high cost elements.

302.2 REVIEW PROCESS

A. After LEA approval, send or deliver three (3) complete sets of the design development documents to:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

B. Forward each set with Form 302.1, "Design Development Document Submission"; Form 302.2, "Life Cycle Cost Analysis Summary"; Form 302.3, "Design Development Document Analysis"; and Form 302.4, "Cost Estimate Summary and Worksheet."

C. Forward also: Narrative Descriptions, Geotechnical Report, listing of alternates, Electrical and Mechanical Calculations, life cycle cost analysis, and electrical power requirements.

D. Within twenty-two (22) working days after receipt of the complete submission, which includes the life cycle cost and energy conservation analysis, the LEA shall be notified in writing of the review comments and recommendations of the IAC staff.

E. Authorization to proceed with the preparation of the construction documents may then be given to the project architect.

303 CONSTRUCTION DOCUMENTS

303.1 CONSTRUCTION DOCUMENTS SUBMISSION (BIDDING DOCUMENTS)

A. Prior to bidding release, three (3) sets of the FULLY COMPLETED construction documents, READY FOR BIDDING, are to be forwarded to the IAC, using Form 303.1, for final review and comment. When completing the form, indicate any change(s) made since the design development submission. The construction documents are to be the same documents issued to contractors.

1. Send or deliver two (2) complete sets to:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

and

2. Send or deliver one (1) complete set to:

Public School Construction Program
200 West Baltimore Street
Baltimore, Maryland 21201

B. All submittals should have prior LEA review for coordination by project architect and consultant.

C. Incomplete submissions, or drawings and documents which reflect a lack of coordination and are not ready for bidding will not be reviewed.

D. Projects shall not be released for bidding until authorized by the IAC.

E. The construction documents shall include all drawings, specifications, general conditions, alternates, informational prices, bid proposals, minority business enterprise requirements, prevailing wage rates (when appropriate), and a revised and updated Cost Estimate Summary, Form 302.4, etc., as required to obtain accurate, competitive bids. The drawings shall bear the Maryland registration seal of the architect; if consulting engineers are used, their drawings shall also bear their Maryland registration seal. The documents shall include all necessary approvals by appropriate State and/or local agencies responsible for fire, health, energy, storm water management, and sediment control. Such approvals will be final except for subsequent inspection as to compliance.

F. The LEA, in the construction of new, or remodeling of existing buildings, shall conform to all applicable building regulations, whether issued by the Federal, State, county, or city government, including but not limited to building,

electrical, health, safety, fire, handicapped, and plumbing codes. The project shall be designed and constructed in accordance with the latest edition of the BOCA Code as amended to date and current ASHRAE standards, with all appendices, references and additions incorporated. Compliance with all regulations of local and service district utility companies (electric, water, sewage) where work is to be located is required.

G. Specifications should be written using the current format of the Construction Specification Institute.

H. Electrical Calculations

1. One copy of the following calculations are to be submitted with the 100% construction documents. Those calculations previously submitted at the DD phase shall be updated for this submission:

   a. Load and demand analysis

   b. Load analysis for stand-by power systems, including sizing calculations for stand-by equipment

   c. Lighting power budget per latest revision of ASHRAE/IES 90.1

   d. Short circuit analysis using ohmic or per-unit method depending on complexity of the system (Reference IEEE Transactions on Industry and General Applications, Vol. 3, Number 2, March/April 1967)

   e. Voltage drop analysis

   f. Power factor correction

   g. Lighting calculations (interior and exterior)

   h. Pole classifications, guy vector diagrams and guy strength when overhead transmission systems are involved

2. All calculations are to be presented on an applicable form; all literature used in the determination of the calculations shall be referenced.

I. Mechanical Calculations: Submit final load calculations of HVAC & Plumbing and equipment selection.

J. The general conditions to the contract may be the latest edition of AIA Document A201. The AIA General Conditions should be supplemented as required and necessary by the unique conditions in each local subdivision.

K. Materials, fixed equipment, construction, and review services must be specified in a manner that will permit competitive bidding, in accordance with

Education Article, Section 5-110 of the Annotated Code of Maryland, and other State and local procurement requirements. See Appendix F for State requirements.

L. Allowances that will be permitted in the construction contract are Inspections and Testing allowances (listed separately) for steel, soils, concrete, and carpet. They are subject to review and approval of the IAC. Any funds that are not expended for this purpose will not be used to increase the project's contingency for change orders but will revert to the Statewide Contingency Account when the project is completed.

M. Alternates should be established to ensure the approval of a contract award to be within the total project allocation without the necessity to revise and rebid the project. Alternates should be "add-on" types only and shall be listed in the order of their importance for bidding acceptance and/or rejection. It shall not preclude the selection (at time of contract award) of an add alternate of a lesser priority but still within the project allocation. The alternates must be described on Form 303.2 for State and local funding.

N. Each bid proposal shall include an informational price for site development work ten (10) feet beyond the building perimeter and within the property line and including but not limited to outdoor educational facilities, demolition, landscaping, grading, paving, fencing, water, sanitary, gas, electric, septic, retention ponds, telecommunications, seeding, sodding work, etc. Alternately, this informational price could be obtained from the apparent low bidder within 2 working days of the notification of the award.

O. The title sheet of the drawings shall contain the following professional certification signed by the architect:

PROFESSIONAL CERTIFICATION

These contract documents for the

_____

were prepared under my supervision and to the best of my knowledge, information, and belief, they comply with the relevant building codes of the State of Maryland.

/s/_____ (date) _____

Maryland Registration No. _____

P. Built-in or fixed equipment shall be indicated on the drawings and in the specifications.

Built-in equipment is either built into buildings or into grounds. Equipment that is built into buildings consists of items that are integral parts of buildings. That is, the equipment is permanently fastened to the building, functions as part of the building, has a useful life approximately equal to that of the

building, and causes appreciable damage to the building if removed. Examples of such equipment are walk-in refrigerators and freezers, bulletin boards, counters, basketball backboards, and building service systems, such as ventilating, heating, lighting, communication, and water systems. Equipment which is built into grounds consists of equipment items that are permanently attached to the grounds and function as part of the grounds. Examples of such equipment are flagpoles, gates, goal posts, and underground storage tanks which are part of a building service system.

Q. Movable Furniture and Equipment

1. Movable furniture and equipment are items that are transportable from one location to another without appreciable damage or change to the location from which they are removed or to the location where they are installed. They do not function as integral parts of the building or grounds and are not permanently fastened or attached to the building or grounds. A piece of furniture or equipment that is simply bolted or screwed to the floor, such as a heavy lathe or a desk, which can be moved as a unit once these bolts have been removed is "movable furniture or equipment." See Appendix B.

2. Movable furniture and equipment is not eligible for State funding. These items should be shown in dotted outline form on the construction documents and identified as:

   a. "Not In Contract" (N.I.C.)

   b. as an add alternate(s) for local funding, or

   c. the project architect shall identify and list (including the quantity) the ineligible items in the bid documents and require the apparent successful contractor to provide the unit price and total cost within two (2) working days after the apparent low bidder is notified. This would be subject to IAC review of both quantity and price.

R. The costs of permits, owner's liability insurance, and builder's risk insurance are not eligible for State funding. If these items are included in the construction documents, the bid proposal form shall include either an informational price or an add alternate for local funding.

S. All off-site work should be bid as an add alternate for local funding.

T. Each State funded school construction project shall have a construction sign on the site and a plaque for installation in the school as identified in Appendix E.

303.2 INTERAGENCY COMMITTEE REVIEW AND COMMENT

A. The 100% complete construction documents shall be submitted to the IAC for final review, comment, and authorization to bid. The review will include a comparison to the project's approved maximum State and local construction allocations, alternates, and local approvals.

B. If the updated cost estimate and the construction documents review indicate the project can be bid within the total project allocation, the Executive Director, within fifteen (15) working days after receipt of the completed construction document submission, will inform the LEA in writing that the project can proceed into the bidding phase.

C. If as a result of IAC comments or further review by the LEA or A/E, a revised set of bid documents (plans and/or specifications) are prepared for release to contractors, revised documents with a letter identifying all changes shall be submitted.

1. Send or deliver one (1) complete set to:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

and

2. Send or deliver one (1) complete set to:

Public School Construction Program
200 West Baltimore Street
Baltimore, Maryland 21201

D. If the updated cost estimate indicates the anticipated construction cost will exceed the maximum State financial allocation and the local financial participation, the Executive Director will inform the LEA that the project will not be released for bidding until a letter of funding commitment from the local governing authority is received indicating that it will make up the indicated shortfall.

E. The IAC review and comments shall not relieve the architect of sole responsibility for the project design, cost, performance of specified building systems, sub-systems, and materials; compliance with applicable State and local building, fire, health, and safety codes. The IAC review should not be construed as an approval of technical compliance and design accuracy or adequacy.

F. The DGS/PSCP staff is available for technical advice and assistance as requested.

G. **Two copies of each** addendum issued by the LEA shall be submitted to the IAC (1 copy to 200 West Baltimore Street and 1 copy to 301 West Preston Street) at the same time they are distributed to contractors.

303.3 PRE-QUALIFYING OF BIDDERS

A. Each LEA is required to have a pre-qualification procedure to pre-qualify bidders for all State funded public school construction projects.

B. The evaluation of qualifications and eligibility of a prospective bidder is to be determined by the LEA.

303.4 MINORITY BUSINESS ENTERPRISE PROGRAM

A. Each LEA shall have a Minority Business Enterprise Procedure in effect to be eligible for State funding. It should be utilized for all State funded public school construction projects.

B. The procedure should be in conformance with the requirements established by the Board of Public Works and the applicable State laws, regulations, and procedures.

303.5 APPROVAL FOR CONSTRUCTION CONTRACT AWARD

A. The request for approval of the construction contract award shall be submitted to the IAC with the information shown on Form 303.3. This information shall include a copy of the bid tabulations, a copy of the recommended contractors bid package, LEA recommendation of accepted and rejected alternates, and information prices, one of which shall be the price for site work ten (10) feet beyond the building perimeter. It shall further list the funding responsibility and allocations from the State and local jurisdictions for such items as ineligible work, off-site work, movable furniture and equipment, and park/recreational work.

B. If the lowest responsible bidder's proposal exceeds the maximum State construction allocation and the local funds available, the local jurisdiction can:

1. Supplement the State/local funds available and assume the responsibility for all change orders.

2. Revise and rebid with no subsequent adjustment in State funds.

3. Cancel the project with the State allocation reverting to the Statewide Contingency Account.

C. The request for the contract award should include the minority business enterprise participation information provided by the contractor. The submission of this information shall be in compliance with the LEA's administrative procedures.

D. A copy of the signed contract of agreement between owner and contractor should be submitted to the IAC for filing using Form 303.4. A copy of the Performance Bond and a Labor and Material Payment Bond should also be submitted reflecting the State of Maryland as co-obligee.

E. Fourteen days after contract award, the contractor shall complete Form 306.4 Standard Monthly Contractor's Requisition For Payment. The LEA shall approve and submit this form to the PSCP.

304 ALTERNATIVE CONSTRUCTION METHODS

304.1 CONSTRUCTION MANAGEMENT

A. Construction Management (CM) is a method by which a project is divided into several bid packages and bid without a general contractor responsible for the overall cost and contract for the project. The successful bidders (usually the subcontractors for conventional construction) for the specific trades or work have a direct contract with the LEA. All of the bid packages can be bid at one time or spread over a number of days or weeks.

B. The CM method may be utilized by an LEA for a State funded public school construction project. The LEA can serve as the construction manager or obtain the services of an outside firm.

C. If the LEA elects to proceed with the CM method, prior written approval must be requested and obtained from the IAC. This request should be made no later than the date of the submission of a request for State funding of the project in the annual capital improvement program.

D. If an LEA intends to utilize State funds to pay the CM fee then the services must be obtained through a competitive process with sealed bids.

1. State funds can not be utilized for any A/E services, county government employees, LEA employees, or any services that would otherwise be performed by these entities.

2. The LEA is required to submit the CM bid documents to the IAC for review and written approval prior to the release of the material. The bid documents must clearly identify the work and responsibilities of the Construction Manager and the associated costs that would be eligible for State funding.

3. The IAC reserves the right prior to the release of the CM bid documents and after the receipt of the submissions to review and analyze the scope of work, reasonableness of proposed costs, and eligibility for State funding.

E. The written request to utilize a CM method must include a statement that the LEA will assume responsibility for any and all cost overruns.

F. Once the construction manager has developed a bidding schedule the LEA must submit this information including a list and brief description of the bid packages that will be developed, the proposed schedule for the submission of plans and specification for IAC review, and proposed bid dates.

G. The primary consideration for IAC approval of a request for a construction manager, is that State funding and participation is limited to the State maximum construction allocation. This includes and is limited to the BPW

approved construction allocation for eligible work in the bid documents, based upon the State/local shared cost formula and a 1½ percent contingency for eligible change orders.

H. Projects that are approved by the IAC to utilize a construction manager shall follow the appropriate procedures specified for all State funded public school construction projects. This applies to educational specifications, schematics, Design Development Documents, Construction Documents, addendums, contract awards, and change orders.

I. Three (3) complete sets of construction documents for the project ready for bidding must be submitted to the IAC.

1. Send <u>two (2) complete sets to</u>:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, MD 21201

and

2. Send <u>one (1) complete set to</u>:

Public School Construction Program
200 West Baltimore Street
Baltimore, MD 21201

J. Two (2) copies of each addendum issued shall be sent to the IAC at the time of issuance by the LEA, project architect, or CM.

K. Each construction contract shall be submitted for State approval as they are approved by the LEA, subject to IAC approval prior to entering into any contracts. Change orders should be processed with a clear indication of the contract being amended.

304.2 FAST TRACK

A. Fast Track (FT) is a method by which a project is bid while portions of the project are still in the design phase. It generally incorporates some aspects of the CM process described above. The LEA and project architect could determine that some work or materials that require a long procurement time should be bid early while the remainder of the project continues into the construction document phase. Work often considered includes but is not limited to the following: site work; structural steel; and mechanical and/or electrical equipment.

B. If the LEA elects to proceed with the FT method, <u>prior written approval</u> must

be requested and obtained from the IAC. This request should be made no later than the date of the submission of a request for State funding of the project in the annual capital improvement program.

C. The written request to utilize the FT must include a statement that the LEA will assume responsibility for any and all cost overruns.

D. The request must include a listing and brief description of the bid packages that will be developed, the proposed schedule for the submission of plans and specifications for IAC review, and proposed bidding schedule.

E. The primary consideration for IAC approval of the request for an FT is that State funding be limited to the maximum State construction allocation. This includes and is limited to the BPW approved construction allocation for eligible work in the bid documents, based upon the State/local shared cost formula and a 1½ percent contingency for eligible change orders.

F. The aforementioned maximum State construction allocation shall be established by the BPW and shall be accepted by the LEA and the appropriate local government authority prior to initiating the FT process.

G. Projects that are approved by the IAC to utilize the FT method shall follow the appropriate procedures specified for all State funded public school construction projects. This applies to educational specifications, schematics, Design Development Documents, Construction Documents, addendums, contract awards, and change orders.

H. The staff of the IAC will work with the LEA and the project architect to expedite the required reviews consistent with the schedule submitted by the LEA and approved by the IAC.

I. Three (3) complete sets of construction documents for the project ready for bidding must be submitted to the IAC.

1. Send <u>two (2) complete sets to</u>:

   Department of General Services
   Office of Engineering and Construction
   Administrator for Public School Construction
   301 West Preston Street, Room 1405
   Baltimore, MD 21201

   and

2. Send <u>one (1) complete set to</u>:

   Public School Construction Program
   200 West Baltimore Street
   Baltimore, MD 21201

J. Two (2) copies of each addendum issued shall be sent to the IAC at the time of issuance by the LEA or project architect.

K. Each construction contract shall be submitted for State approval as they are approved by the LEA, subject to IAC approval prior to entering into any contracts. Change orders should be processed with clear indication of the contract being amended.

304.3 LEASE-LEASE-BACK

A. Lease-Lease-Back (LLB) is a method which enables the LEA to acquire a new school building through a combined competitive sealed bid for construction of the school and financing through the private sector. The LEA leases the property that they own (following State approval for acquisition of the school site) to the successful bidder who constructs the new school and then leases the completed building and site back to the LEA for a fixed amount annually (or semi-annually) for a given period of time, i.e., ten years.

B. The LEA, with county government approval, pays the amount required in the lease to acquire the school rather than utilize the proceeds from the sale of county and State issued bonds to pay a contractor during the time that the school is under construction.

C. If the LEA desires to proceed with the LLB method, prior written approval must be requested and obtained for the IAC. This request must be made by August 15 prior to the submission of the request for State funding for construction the following fiscal year.

D. The written request to utilize an LLB must include a statement that the LEA will assume responsibility for any and all costs associated with the financing, interest payments, architectural services, and any work in the construction documents.

E. The primary consideration for IAC approval of the request for an LLB is the anticipated availability of State funds ("pay-go") for construction in the State operating budget for public school construction projects. Proceeds from the sale of State general obligation bonds can not be utilized for LLB projects.

F. State funding is limited to the State maximum construction allocation which will be paid to the LEA during the life of the lease, consistent with the annual or semi-annual payments made by the LEA. The State will establish an interest bearing escrow account with a discount investment that when fully paid to the LEA over the length of the lease will equal the BPW approved State maximum construction allocation. This allocation is limited to the eligible work in the bid documents, based upon the State/local shared cost formula and a 1½ percent contingency for eligible change orders.

G. The LEA is required to submit the LLB bid documents to the IAC for review and written approval prior to the release of the material. The bid documents

must clearly identify the State approved scope of work eligible for State funding and those items that are determined to be ineligible for State funding and a local responsibility.

H. The IAC reserves the right prior to the release of the bid documents and after the receipt of the bids to review and analyze the scope of work, reasonableness of proposed costs, and eligibility for State funding.

I. Projects that are approved by the IAC to utilize an LLB shall follow the appropriate procedures specified for all State funded public school construction projects. This applies to educational specifications, schematics, Design Development Documents, Construction Documents, addendums, contract awards, and change orders.

J. Three (3) complete sets of construction documents for the project ready for bidding must be submitted to the IAC.

1. Send <u>two (2) complete sets to</u>:

   Department of General Services
   Office of Engineering and Construction
   Administrator for Public School Construction
   301 West Preston Street, Room 1405
   Baltimore, MD 21201

   and

2. Send <u>one (1) complete set to</u>:

   Public School Construction Program
   200 West Baltimore Street
   Baltimore, MD 21201

K. Two (2) copies of each addendum issued shall be sent to the IAC at the time of issuance by the LEA or project architect.

L. The contract shall be submitted for State approval when approved by the LEA, subject to IAC approval prior to entering into the contract.

305 CHANGE ORDERS

305.1 CHANGE ORDER SUBMITTALS

A. Change orders should only be used to pay bona fide adjustments to the general contract that rectify unforeseen or conflicting building situations that arise after construction begins. Change orders which increase the cost of the approved construction contract by re-establishing alternates not approved by the IAC at the time of contract award or that are the result of negligent contractual performance by any party will not be eligible for State funding.

B. A change order shall be written for each separate adjustment to the construction contract and be given a consecutive number. All locally funded change orders must also be in sequence. The change order will include all related work associated with this one change (i.e., site, architectural, structural, mechanical, and electrical) as applicable. Unrelated offsetting adjustments to the construction contract shall not be included in the same change order. If, in the same change order, there are both add-on charges and deductions, the added cost and credits must be shown on the contractor's breakdown. Credit for work deleted without substitution in lieu thereof will be given a separate change order number. Each change order shall be reviewed separately on its own relationship to the project. A credit change order shall not be construed to guarantee the funding of an additional charge which might not be an eligible expenditure.

C. Form 305.1, "Change Orders," is to be used for transmitting change order documents. Use a separate form for each project. Submit one (1) copy of each change order with a letter from the architect recommending approval with adequate justification for all changes listed and the contractor's itemized cost breakdown for the proposed work listing materials, labor, overhead, and profit.

D. At the time of contract award, a 1.5% contingency will be established for change orders if funding is available within the State allocation. All change orders or parts of a change order issued by the LEA which exceed the available State contingency funds will not be State funded and become a local obligation.

E. Change orders in accordance with paragraphs A., B. and D. may be approved by the LEA and issued to the contractor without approval of the Committee as provided herein. At the same time the LEA issues a change order to the contractor, a copy including supporting documentation will be forwarded to the IAC for their records.

F. The Designees may require the LEA to provide substantiation of compliance with the aforementioned paragraph A. The change order (add or deduct) will be reviewed for eligibility, the reasonableness of cost, and the availability of

State funds in the project contingency. Eligible change orders will be funded based on State/local percent of participation at time of contract award. The Committee will be the final arbitrator of compliance.

G. Allowances that will be permitted in the construction contract are Inspections and Testing allowances (listed separately) for steel, soils, concrete, and carpet. They are subject to review and approval of the IAC. Any funds that are not expended for this purpose will not be used to increase the project's contingency for change orders but will revert to the Statewide Contingency Account when the project is completed.

H. The funding of any associated architectural/engineering fees shall be the sole responsibility of the LEA.

I. Change orders meeting the requirement listed herein will be reviewed by the DGS Designee and reported to the Committee. The DGS Designee will notify the LEA of the funding status of the change orders.

J. These procedures apply to all change orders - either increases or decreases - whether State or locally funded. These procedures are also applicable if State funding is anticipated for previously approved planning projects.

K. The LEA should advise each prospective contractor of these change order procedures, particularly B. above.

306 FINANCE

306.1 GENERAL

A. It shall be the responsibility of the LEA to maintain a separate and complete financial accounting of all projects funded by the State. The Finance Office of the PSCP shall monitor all expenditures reported by the LEA as applicable to IAC approved contracts and maintain a detailed financial report of all projects funded on a current month basis.

B. The LEA, as Owner, shall make every possible effort to process construction contractor or vendor invoices to the PSCP wherein payments can be made by the State within twenty-five (25) calendar days from receipt of a properly executed invoice. All construction applications for payment must be certified by the contractor, project architect, and an authorized official of the LEA prior to payment.

C. It shall be the responsibility of the LEA to determine the validity of the contractor's requisition; to advise the State of the correctness of the requisition; to maintain a detailed accounting of funds, project-by-project; verify balances with State financial record, project-by-project, on a monthly basis; determine cause of any variances; make adjustments where necessary; advise the State of any error on the Detailed Financial Report; and to maintain such other fiscal controls as are required by prudent fiscal management and applicable Federal, State, and local laws.

D. It shall also be the responsibility of the LEA to reimburse the State for its share of energy conservation rebates. The calculation of this reimbursement is made based on the State/local funding percentages of the original contract award giving consideration to the base bid and approved alternates. Change orders are not included in the calculation. Rebates of A/E fees are not to be reimbursed to the State.

306.2 PAYMENTS TO CONTRACTORS, VENDORS, OR THE LEA

A. Payments to construction contractors or vendors shall be made by direct payment in the form of a check drawn on the State Treasury or paid by the LEA with reimbursement by the State Treasury for properly approved invoices up to the limit of approved State funding.

B. Direct Payment to the Contractor by the State Treasury

1. Upon review and approval by the LEA, the approved invoice(s) shall be listed by identifying number and amount on Form 306.1. The invoice(s) shall be summarized by construction contractor or vendor, must reflect an LEA voucher number, the payee's Federal Identification Number (FIN), and must be certified by an authorized official of the LEA. If no FIN has been assigned, then include the payee's social security number.

C. Reimbursement to the LEA by the State Treasury

1. Payments made by the LEA directly to the construction contractor or vendor for approved State funded projects will be reimbursed by the State Treasury. The LEA request for reimbursement of payments made on current projects shall be listed on Form 306.2, must be supported by photocopies (front and back) of the bank canceled check reflecting payment to the construction contractor or vendor, must have been paid from funds other than bond sale proceeds, and must be certified by an authorized official of the LEA. Reimbursement for a completed project that was forward funded by the LEA must be supported by a summary of capital expenditures.

D. Transmittals shall be prepared by PSCP on the tenth (10th) and twenty-fifth (25th) calendar day of each month. The transmittal will include all properly executed requests for payment that have been received and reviewed by the PSCP. All invoices shall be promptly submitted to the PSCP for payment in order to comply with the twenty-five (25) day payment policy.

E. Upon receipt of notice from the State Treasury that payment has been made directly to contractor or vendor, a copy of Form 306.1 shall be returned to the LEA reflecting the warrant number and date of payment. LEA shall use the Remittance Advice for all State reimbursed funds.

F. All approved invoices shall be paid in full by the State up to the limit of State participation in the contract before the LEA assumes responsibility for their portion of cost. Should the State's portion of the final approved construction cost be less than payments previously made, adjustments shall be made accordingly.

306.3 FINANCIAL REPORTS

A. The Rules, Regulations, and Procedures provide for State payment of all previously approved invoices for work accomplished by the contractor and accepted by the LEA up to the limit of State participation. In order for the IAC finance staff to verify these transactions, the following procedures shall be observed:

1. The LEA shall prepare and submit to the PSCP no later than the tenth day of each calendar month, Form 306.3 "Monthly Financial Report" reporting all expenditures for work performed and paid by the State during the prior calendar month. The LEA shall consider the requisition paid as of the date on the returned copy of Form 306.1 or the Remittance Advice from the State Treasurer.

2. It shall be the responsibility of the LEA to assure that all charges applied to a project as being a State expense are eligible for State funding and, when required, approval of the expenditure has been obtained from the IAC prior to any action being taken by the LEA.

3. A copy of the approved construction requisitions and related invoices must be attached to the "Monthly Financial Report" for all charges submitted to the PSCP for payment on Form 306.1 or 306.2. The following standard forms are recommended for supporting data submission:

   a. "Certificates for Payment" - Current AIA Document

   or

   b. "Standard Monthly Contractor's Requisition for Payment" (Form 306.4).

4. A "Monthly Financial Report" (Form 306.3) must be prepared for each project by fiscal year where any changes have been made affecting its status, such as, approved contracts, expenditures, fund reversions, and/or changes in allocation. At all times, a "Monthly Financial Report" must be on file reflecting the current status of each project.

5. The "Monthly Financial Report Summary" (Form 306.5) must be submitted for each fiscal year reflecting the cumulative balances for all projects. If there has been no activity in a fiscal year, it shall not be necessary to submit this report.

6. The "Monthly Financial Report Summary" (Form 306.5) must be certified by the local Superintendent of Schools or an authorized representative.

7. Upon receipt of the approved reports, the finance office of the PSCP shall review all reports for completeness and accuracy of all balances reported. Any charges deemed to be ineligible for State funding will be reported to the LEA for removal from State expenditures. The amount of the ineligible expenditure will be reimbursed to the State by the LEA.

B. A close-out cost summary shall be prepared and submitted for each completed project.

   1. A project shall be considered complete when: the construction work has been completed in accordance with the contract documents, final inspection has occurred, the architect has issued a certificate of completion, the contractor has submitted the application for final payment, and the building is accepted by the LEA.

   2. Upon completion of a project, "Close-Out Cost Summary" (Form 306.6) shall be prepared, including all funding years, and submitted with appropriate documentation to the PSCP Finance Office. Under no circumstances shall this submission be more than 180 days after building is accepted by the LEA. Include copies of the following:

      a. The general contractor's final requisition, including a listing of all approved change orders, distributing costs among the C.S.I. divisions;

b. The Architect's Certificate of Completion; and

c. The LEA's Certificate of Acceptance.

C. A periodic audit of expenditures and balances reported on the "Monthly Financial Report" shall be made by the PSCP finance staff. A final audit shall be made after the LEA submits a Close-Out Cost Summary.

D. Upon completion of the final audit, the finance staff will notify the LEA of any changes and submit final project costs to the IAC for approval. This will complete all action on the project.

306.4 AUDITING

A. It is the responsibility of each LEA entrusted with public funds, and having the authority for applying those funds, to expend such funds on eligible items as defined in this procedures guide, and to maintain accountability. This accountability includes identifying the purpose for which these public funds were expended and the manner in which such funds were applied. The State through the IAC is a source of public school construction funds, and has therefore an interest in the accountability and responsibility for appropriate expenditures.

B. The proper application of public school construction funds is of paramount concern to all responsible agencies. The PSCP audit staff may offer suggestions and assistance for improving funding management control techniques within each LEA.

C. The objectives of the audit are to review the LEA's internal control and accounting procedures, as related to State funded school construction in accordance with the Public School Laws of Maryland and the Rules, Regulations, and Procedures for the Administration of the School Construction Program as approved by the BPW and further, to verify that actual expenditures are in agreement with the IAC approved funding allocation. Furthermore, the audits are to include a determination that all receipts, expenditures, reversions, cancellations, etc., are properly documented.

D. A financial audit will be conducted to encompass:

1. A review and evaluation of the adequacy and application of accounting, financial, and other internal operating controls; and

2. An examination and testing of financial transactions, accounts, and reports as are considered necessary in the circumstances.

E. A compliance audit will be performed in conjunction with the financial audit to include:

1. The applicable Public School Laws of Maryland; and

2. The BPW approved Rules, Regulations, and Procedures for the Administration of the School Construction Program; and

3. The Public School Construction Program Administrative Procedures Guide.

F. A performance audit will be an integral part of the audit scope to include:

1. Ascertaining the reliability of management data developed and used within each LEA; and

2. Appraising the quality of performance in carrying out assigned responsibilities within the LEA.

G. All evaluations and recommendations will be compiled in a discussion note draft and submitted to the LEA. After a reasonable period of time, an exit interview will be conducted at which time those items considered minor will be eliminated in the formal report.

H. As a result of the final audit findings, the Designees will make recommendations to the IAC for specific action to be taken by the LEA to reconcile the exceptions and backcharges.

I. Distribution of the formal audit report will be to:

Superintendent - State Department of Education
Director - Maryland Office of Planning
Secretary - State Department of General Services
Superintendent - Local Education Agency
Others - (as required)

SECTION

400

SYSTEMIC RENOVATIONS

Systemic renovations are renovations of specific building systems in a school facility. This type of renovation is to prolong the life of a building by renovating those parts of a facility having the greatest need without disturbing the total structure. This section will explain the procedure to be followed through this type of renovation.

401 SYSTEMIC RENOVATION PROJECTS

401.1 DEFINITION

A systemic renovation shall be defined for the purposes of this section as the repair or replacement of a major system of a properly maintained facility thereby extending the useful life of the facility or component thereof for a minimum of fifteen (15) years.

401.2 CATEGORIES OF SYSTEMIC RENOVATION PROJECTS

A. Structural

The replacement or renovation of roofs, wall systems, floor, or ceiling systems.

B. Mechanical

The replacement or renovation of heating, ventilating, and air conditioning systems, or mechanical sub-systems.

C. Plumbing

The replacement or renovation of water supply and sanitary systems.

D. Electrical

The replacement or renovation of an electrical system, including the switchgear and distribution system.

E. Fire Safety

The installation, replacement, or renovation of a fire safety system, including sprinklers, fire alarm, and fire detection systems.

F. Conveying Systems

The installation, replacement, or renovation of an elevator system.

401.3 PROJECT ELIGIBILITY

A. Systemic renovation projects must extend the life of the facility or component at least 15 years.

B. Total project costs below $100,000 are not eligible. See exception in E. below.

C. Combining systemic renovations within a building system category, each costing less than $100,000 but in combination costing over $100,000 would not be eligible for State funding except in special cases where other systemic renovations are necessary for supporting the primary renovations.

D. Combining systemic renovations by consolidating work from more than one building system category with each category costing less than $100,000 but in combination costing over $100,000 would not be eligible for State funding.

E. Small systemic renovation projects costing less than $100,000 but more than $50,000 are eligible. This fund source could only be available for a jurisdiction that did not have any requests for systemic projects exceeding $100,000 in estimated costs.

F. State funds shall be used only for contractual construction work. Costs for design, consultant fees, or LEA salaries shall not be eligible.

G. If a school building is renovated through the PSCP within 15 years of completion of a systemic renovation project, the maximum State construction allocation for the renovation of the building shall be adjusted to account for the State's previous systemic renovation allocation(s).

H. If a school building or component is less than 16 years old, it is not eligible for State funding.

I. If a school building was approved for renovations through the PSCP prior to January 1, 1987, and the building or component is over 16 years of age and was not included in the renovation work, the work will be considered eligible for State funding.

J. If a school building was approved for renovations through the PSCP after January 1, 1987 and a building component(s) were not included in the State funded project, the work on these components will not be eligible until 16 years after the completion of the renovation project.

K. If the building ceases to be used for an educational purpose, the county will be responsible for assuming the outstanding bond debt remaining on the systemic renovation project.

401.4 SYSTEMIC RENOVATION REQUESTS

A. The eligible cost of an approved systemic renovation project shall be shared by the State and the LEA based upon the State/local shared cost formula.

B. Upon determination of need to renovate a system within a school, the LEA will submit a request to the IAC as part of the annual and five-year public school capital improvement program. The request shall be supported by fully executed copies of forms 102.2 and 102.3 as described in sections 102.3 and 102.4.

C. A maximum State allocation will be established when the systemic renovation project is approved by the IAC and the BPW.

401.5 PROJECT DESIGN AND SUBMISSIONS

A. The following information shall be used in preparing the submissions of documents for all approved systemic renovation projects. The submission of documents shall be done in two stages: the Design Development Submission and the Construction Document Submission (ready for bidding). The documents shall be prepared by a registered architect or engineer, the LEA's in-house design team, or a qualified consultant. The documents should not be proprietary and must be prepared to encourage competition.

B. Design Development Submission

This submission shall follow the requirements for the Design Development Submission described in Section 302. Complete the applicable portions of IAC/PSCP Form 302.1 (Design Development Document Submission) and Form 302.5 (Cost Estimate Summary and Worksheets) for each project. The submission should be in sufficient detail that the scope of the project can be easily understood, but not detailed to the level that any changes suggested or required would necessitate a great amount of work and time to modify the documents. Responses will generally be provided within 10 working days.

Send or deliver two (2) complete sets to:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

C. Construction Document Submission

This submission shall follow the requirements for the Construction Document Submission described in Section 303. Complete the applicable portions of IAC/PSCP Forms 302.5 (Cost Estimate Summary and Worksheets) and Form 303.1 (Construction Documents Submission) for each project. The bidding documents shall include the local board of education's minority business enterprise procedures. Responses will generally be provided within 10 working days.

1. Send or deliver two (2) complete sets to:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

and

2. Send or deliver one (1) complete set to:

   Public School Construction Program
   200 West Baltimore Street
   Baltimore, Maryland 21201

D. Incomplete submissions, drawings or documents which reflect a lack of coordination and are not ready for bid will not be reviewed.

E. Projects shall not be released for bidding until authorized by the IAC.

F. Two copies of any and all addendums issued by the LEA shall be submitted to the IAC (1 copy to 200 West Baltimore Street and 1 copy to 301 West Preston Street) at the time of issuance to the contractors.

G. Bidding/Award of Contract

After bidding authorization is granted, the project can be bid. Submit Form 303.3 (Approval of Construction Contract Award) and other information as required and described in Section 303.3 for the approval of the award of the contract by the IAC. Following notification of approval of contract award, the LEA may enter into the contract.

SECTION

500

DISPOSAL OF PROPERTY

This section describes the process and procedure for reporting or requesting approval of the change in use of school facilities and/or sites or portions thereof.

501 FACILITIES CHANGES

501.1 FACILITIES STATUS CHANGES

A. All changes in the status of school facilities must be reported to the IAC.

B. Form 501.1 is to be used to:

1. Request approval to dispose of a school and/or site or a portion thereof by means of transfer to the local government or to relinquish the control of the Board of School Commissioners of Baltimore City over a facility and/or site;

2. Request approval of the granting of easements or rights-of-way of greater than 1.0 acre on school sites; or

3. Notify the IAC of:

   a. Change in the name of a school;

   b. Changes in use of a school; i.e., instructional to administrative, storage, or other board of education use;

   c. Permanent closure or temporary closure of a school for an extended period (1 year or more);

   d. Grant of easement, right-of-way, or transfer of a portion of a school site of one (1) acre or less; or

   e. Resolution by the board of education declaring a facility is no longer needed for school purposes.

C. Deeds, easements, or other documents of conveyance as appropriate for reference or back-up information are to be submitted. These items should be identified as attachments to Form 501.1.

D. Deeds or other documents sent to the IAC that relate to the transaction requested to be approved will not be signed by either the State Superintendent of Schools or the Executive Director. They will be returned with a letter issued by the Executive Director on behalf of the IAC indicating Committee action on the matter.

E. The LEA shall submit a letter to the IAC following the transfer of any property indicating the liber and folio number of the property transaction.

501.2 EASEMENTS, RIGHTS-OF-WAY, TRANSFERS OF PORTION OF SCHOOL SITE

A. Any easement, right-of-way, or transfer involving one (1) acre or less of the site is not subject to formal approval by the State Superintendent of Schools or the IAC. Approval is automatic 30 days after submission of Form 501.1 and appropriate attachments unless adverse comment is sent to the LEA in the interim.

B. A written request for the approval of the granting of a major easement, or other interest in school grounds or sites involving more than one acre, is made by the LEA to the IAC using Form 501.1.

C. Property transfer requests will be responded to via a letter from the State Superintendent of Schools acting as such and as chairperson of the IAC.

D. Property transactions involving mineral rights, gas storage rights, and other limited encumbrances upon sites are to be handled the same as in B. above.

501.3 PROCEDURES FOR THE DISPOSITION OF SCHOOL FACILITIES

A. Application - If the LEA has determined that any land, school site, or school building is no longer needed for school purposes and should be transferred to the local government, or in the case of Baltimore City its dedicated use should no longer be for school purposes, the procedures below shall be followed in obtaining necessary State approvals.

1. Baltimore City Included - These procedures apply to Baltimore City except where specifically stated otherwise.

2. Community Use Excluded - These procedures do not apply to spaces in an operating public school used by community groups in the evening, on weekends or occasionally during the regular school day.

B. Definitions of terms used in these procedures:

1. Closed School - one from which the student body has been permanently removed. A closed school may, however, continue to be used by a local board for other support purposes such as offices or warehousing.

2. County - a political subdivision in this State and includes Baltimore City.

3. County Board - a board of education of a county and includes the Board of School Commissioners of Baltimore City.

4. Excess School - one that is no longer needed or used for school purposes, from which the student body has been permanently removed, and that is not being used for any other board of education purposes. That is, it is unoccupied and unused.

5. Local Governmental Purposes - those purposes for which the local government is authorized to expend public funds and for which there is a substantial public benefit.

6. Outstanding Bond Debt - the amount of money (principal and interest) currently payable and yet to be paid for bonds that are, at a particular time, unretired. That is, they have not yet been fully paid. In the context of these procedures, outstanding bond debt is of two kinds:

   a. Debt assumed by the State of Maryland for bonds originally sold by the counties, Baltimore City, or in some cases, the State of Maryland, to finance projects to construct, add to, or renovate public schools under contracts entered into prior to June 30, 1967.

   b. Debt created by the State of Maryland to finance projects to construct, add to, or renovate public schools under contracts entered into after February 1, 1971.

7. Substantial Addition or Renovation - construction performed under any contract or contracts the individual or aggregate total of which exceeds $100,000 at the time of contract award.

8. Surplus School - one that has been closed, has been determined to be no longer needed or used for school purposes and, after receipt of appropriate State approvals, has been transferred to the local government.

9. Transfer - the act of conveying title (deed) from one party to another. In Baltimore City a comparable purpose is achieved by changing the "dedicated use" of a school facility to a non-school use.

C. School Closing - When a county board of education determines that a school is to be closed, the IAC shall be notified in writing immediately. This notification shall contain a complete identification of the school, the reason(s) for closure, planned interim uses and planned ultimate disposition, if known. Form 501.1 should be used for this purpose.

D. Transfer of public school site and/or building by a board of education to a county government.

The following procedures govern such transfers and apply to all public school systems in the State and include all school buildings and/or sites, with or without State investments.

1. Subject to the approval of the State Superintendent of Schools, a county board may determine that any land, school site, or school building is no longer needed for school purposes. In Baltimore City this determination need not be approved by the State Superintendent.

2. When a board determines that any land, school site, or school building is no longer needed for school purposes, the board shall, by letter and using Form 501.1, direct a request to the IAC for approval to transfer it to the county government, or in the case of Baltimore City, to change the dedicated use of the property. In this request the board shall provide information to the IAC as to the amount of State bond debt outstanding, the proposed interim and ultimate uses of the property if known, a copy of the written approval of the State Superintendent per subsection 1. above, and other items as may be required.

3. The local government may use, sell, lease, or otherwise dispose of, except by gift, any former land, school site, or school building.

4. In certain cases, requests will be submitted by the IAC to the BPW. The BPW shall consider the request of the county board and the recommendations of the IAC. The BPW, acting itself or through its agent the IAC, has broad authority to approve, disapprove, or conditionally approve the request in any manner reasonably within the public interest and consistent with applicable State law. In considering a request, the IAC and the BPW shall determine whether the State of Maryland has contributed to the cost of the school property that is the subject of the request either by direct grant or assumption of debt.

5. For purposes of this procedure, school transfer requests are divided into three types as listed below. Types 1 and 2 reflect the provisions of Section 5-307 of the Education Article of the Annotated Code of Maryland. Type 3 encompasses all other schools. The IAC and the BPW will generally use these classifications as a guide when acting upon school transfer requests for school buildings and/or sites.

   a. Type 1 - Refers to a school that:

      (1) Was initially constructed under a contract executed before February I, 1971;

      (2) Is no longer being used for school purposes;

      (3) The title of which is proposed to be transferred to a county government;

      (4) Was constructed with State financial assistance in the form of State assumption of locally created debt;

      (5) Is proposed to be used for local governmental purposes; and

      (6) The debt assumed by the State in assisting in the financing of the construction of the school is not yet repaid.

      The BPW will generally approve the request and not require the local government to assume, reassume, or reimburse the debt still

outstanding. However, if the school building or site is subsequently sold by a county government, BPW approval of the sale shall be required and the State shall be reimbursed for the outstanding bond debt. If more than 10 percent of the usable space (net assignable) within the school is rented by a county government for an amount exceeding the cost of operating and maintaining the rented space, such rental profit shall be used to retire outstanding State debt service.

b. Type 2 - Refers to a school that:

(1) Was initially constructed or substantially renovated utilizing funds provided by the State PSCP;

(2) The construction work that was accomplished after February 1, 1971, at a cost greater than $100,000;

(3) Is no longer being used for school purposes;

(4) The title of which is proposed to be transferred to a county government;

(5) Is proposed to be used for local governmental purposes; and

(6) More than $5,000 of the debt created by the State in providing funds for construction of the school has yet to be repaid.

The BPW will require the local government to assume or reimburse the debt still outstanding as a condition of approval of the request.

c. Type 3 - Refers to a school that:

(1) Is not subject to any outstanding State debt. The State may approve or conditionally approve the request.

(2) Is subject to outstanding State created or assumed bond debt. The assumption, reassumption, or reimbursement is likely to be required.

(3) Is sold or leased. The State may require a share of the proceeds of the sale or rental proportionate to its investment in the property.

(4) Is re-used for a purpose that does not qualify as "local governmental purposes" but does provide a public benefit. The State may approve or conditionally approve the request.

d. Subsequent Conveyances (Type 1-3). The BPW may set conditions as part of its approval of the conveyance of the school property from the county board to the county government. This could apply to a

property transfer from the county government to a third party or parties as it deems appropriate. The Board may provide that approval requirement or conditions be incorporated into the appropriate documents of conveyance that affect the transfer of the property from the board of education to the local government. This also applies to school properties in Baltimore City. An appraisal of the property's fair market value may also be required with consideration given to the proposed re-use(s).

e. Sharing of Proceeds (Type 1-3). If a school is sold by a county government or by the City of Baltimore, the State may require that it receive a share of the proceeds of such sale. If a school is leased, the State may require that it receive a share of the lease proceeds. In determining what portion of the proceeds it should receive, the State will consider the State and local investments in site acquisition and capital expenditures in the building. These capital expenditures would include costs required to prepare the building for sale or lease if not reimbursed separately by the purchaser or leasee. This would include the costs for labor and materials but excludes wages and salaries of local government employees. Expenditures for regular maintenance of the property and payments for utilities shall not be considered as capital expenditures. Documented capital improvements to the property during the term of a lease will be considered as capital expenditures when approved by the BPW.

6. Method of Reimbursement - The BPW will establish such methods of reimbursement, payment, or repayment as are appropriate and equitable. These methods may include a one-time payment or repayment of an established amount, assumption, or reassumption of existing bond debt.

   a. The amount of bond debt outstanding shall be computed as of the date established by the BPW approval of the proposed transfer or discontinuance of dedicated use.

   b. The amount of the State and local funds invested in a school building and/or site for purposes of determining the appropriate pro-rata share of lease or sale proceeds shall be computed as of the date established by the BPW.

   c. Detailed information as to square foot figures, bond debt or other amounts payable or receivable, accounts to be affected, etc., will be computed and provided for each individual transaction as it is accomplished.

7. Subsequent Need for Schools - The decision to transfer a school is a local board responsibility. Therefore, if the LEA transfers a school to the county government, or in the case of Baltimore City, discontinues the dedicated use of a building as a school, the cost of subsequently

returning the building to school use, or of subsequently constructing a replacement school to serve the same geographic area may be determined to be a local responsibility.

8. State Use of Transferred Schools - Should an agreement be reached whereby the State will use all or a portion of a transferred surplus school building or site, arrangements for the waiver of debt assumption, continued retirement of debt, or other kinds of consideration will be made as appropriate.

9. Statutory Reference - The following citations from the Annotated Code of Maryland relate to these school disposition procedures and are cited for reference and convenience:

   State Finance and Procurement Article,
   Sections 10-301 to 10-308
   Education Article, Section 4-114
   Education Article, Section 5-301
   Education Article, Section 5-307

10. Clearinghouse Procedures - Local governments are strongly urged to make use of the State Clearinghouse or of similar State or local procedures to make the maximum number of governmental agencies aware of the actual or potential availability of surplus school buildings and/or sites.

501.4 TEMPORARY CLOSURE OF A PUBLIC SCHOOL

A. When a local board determines that a public school building should be temporarily closed as a school due to declining enrollment or for some other circumstance and in its judgment there is a potential re-use of the facility as a public school, the following procedures apply:

   1. If the building will be used by the LEA for other educational purposes, submit Form 501.1 and include information pertaining to the expected use of the facility and estimated date of occupancy.

   2. If more than 10 percent of the building will be vacant or leased to another party or parties for a period of time (not to exceed five years), including leases to non-profit or for-profit entities, government departments, agencies, institutions, and municipalities, submit Form 501.1 and indicate the expected date for reactivation as a school, the terms and conditions of the lease, and a copy of the lease(s).

      a. If the State is currently paying the outstanding bond debt for county bonds that were used to construct or renovate the school, the following apply:

         (1) The State may continue to retire the outstanding bond debt

when the building is leased to the county and used for local government purposes and the LEA is only charging a reasonable fee to cover the actual expenditures required by the board of education under the terms and conditions of the lease (excluding the salaries of board or county employees), and for documented capital improvements approved by the BPW.

(2) The State may discontinue payment of the outstanding bond debt when the school building ceases to be used for an educational purpose or a lease is initiated for any use other than a local government purpose. The State shall receive from the LEA a pro-rata share of the net proceeds from the lease after deducting the following from the gross receipts - outstanding bond debt (principal and interest), actual expenditures of the board of education as required by the terms and conditions of the lease (excluding the salaries of board or county employees), and documented capital improvement approved by the BPW.

b. If the State is currently paying the outstanding bond debt for State issued bonds that were used to construct or renovate the school, the following apply:

(1) The LEA will assume the payment (to the State) of the outstanding bond debt from the time the school building ceased to be used for education purposes.

(2) The LEA will pay the State a pro-rata share of the net proceeds from the lease after deducting the following from the gross receipts - outstanding bond debt (principal and interest), actual expenditures of the board of education as required by the terms and conditions of the lease (except salaries of Board or county employees), and documented capital improvements approved by the BPW.

c. If there is no outstanding bond debt and the State has a financial interest in the facility by virtue of State payment for construction or renovation of the school, or through the State assumption of the outstanding bond debt for county issued bonds for this school, the LEA will pay the State a pro-rata share of the net proceeds from the lease after deducting from the gross receipts - the actual expenditures of the board of education as required by the terms and conditions of the lease (excluding the salaries of board or county employees), and documented capital improvements approved by the BPW.

SECTION 600

STATE-OWNED RELOCATABLE

CLASSROOM BUILDINGS

This section describes the procedures that pertain to the use, maintenance, and movement of State-owned relocatable classroom buildings.

601 RELOCATABLE CLASSROOM BUILDINGS

601.1 STATE OWNERSHIP

A. The State of Maryland, through the PSCP, has obtained and currently owns relocatable classroom buildings that may be made available to the LEAs for justified projects for a specified period of time.

B. Once the need for placing the classroom at a site has been fulfilled, the IAC shall determine the relocatable's subsequent usage.

C. The IAC evaluates all requests and determines priorities, locations, and periods of usage for the State-owned relocatable classrooms.

D. In emergency situations, the State may withdraw a relocatable classroom building(s) prior to the predetermined date of availability.

E. The State will provide funds for the replacement of and capital improvements to relocatable building components when it is determined to be economically feasible.

F. The State shall arrange for removal of State-owned relocatable classroom buildings when they are declared surplus by an LEA.

G. The disposition of State-owned surplus buildings shall be as determined by the State.

601.2 TYPES OF INSTALLATIONS

A. Two types of installations may be eligible for funding through the PSCP.

1. Temporary - These installations are made to relieve overcrowding, for special programs, or to provide interim housing while an approved school construction project is being planned and/or constructed.

2. Permanent - These installations are made to provide State-owned relocatable classroom buildings as a project or part of an approved school project.

601.3 INITIATION OF REQUESTS

A. Requests for the use and/or movement of State-owned relocatable classroom buildings shall be in writing and submitted as part of the LEA's annual CIP (use Form 102.2).

B. Needs that are identified other than as a part of the annual CIP shall be submitted in writing.

601.4 ELIGIBILITY REQUIREMENTS

A. A complete justification shall be provided with each request to assure favorable consideration for eligibility. The justification shall include the following:

1. Reason for the request and the proposed long-term solution;

2. The number and proposed use of the relocatable classroom(s);

3. Date needed;

4. Projected date the classroom will be available for relocation;

5. State-rated capacity for the existing school building and the closest nearby school of the same type;

6. Projected five-year enrollment for the school building where the classroom shall be installed and/or other associated schools for each year the classroom will be needed.

7. Other alternatives that were considered and state the reasons for rejecting or accepting each alternative.

B. For a temporary installation, the following criteria shall be used:

1. The requested classroom is required to accommodate overcrowding, for use in conjunction with an approved public school construction project, to meet special program needs, or for an emergency.

2. A justification has been demonstrated for the relocatable classroom for a minimum of two (2) years from the projected date of installation.

3. The proposed installation can be accomplished in a manner that will not interfere with any work associated with the proposed renovations, additions, or new construction. Any required future relocation, other than final removal, of these classrooms on the school site after the initial installation shall be funded by the LEA.

C. For a permanent installation, the following criteria shall be used:

1. A long-term need can be demonstrated and justified.

2. The requested classrooms will be installed as part of an existing public school building or to serve as a public school.

3. Following permanent installation, transfer of the title may be made to the LEA (see 601.11). All responsibility thereafter is the LEA's.

4. Any additions to the existing school building in subsequent years shall take into account the permanent relocatable classroom buildings.

D. The movement of State-owned relocatable classroom buildings is eligible for funding when the movement is between LEAs or within an LEA (if the building has been in place for two (2) years or more).

E. The State and local shared cost formula is applicable to these projects.

601.5 SELECTION OF ARCHITECTS/ENGINEERS

A. It shall be the responsibility of the LEA to select the architects/engineers who will provide the A/E design services and manage and supervise the movement and installation of the relocatable classroom building. The A/E must be licensed or registered in the State of Maryland. The cost of these services shall be borne by the LEA.

B. The LEA shall have the option of using members of its own staff to perform the necessary A/E services when a staff member is an architect or engineer licensed or registered to practice in the State of Maryland.

C. The IAC shall be advised of the appointment of the A/E or the use of an LEA staff member.

D. The A/E shall prepare for approval of the LEA and the IAC the necessary drawings and specifications to achieve the following:

1. Disassemble and/or remove the relocatable classroom buildings from the existing location;

2. Restore the existing site to a usable and acceptable condition;

3. Move the building(s) or individual units in a safe, secure manner and reassemble at the new school location;

4. Include all repair work required to make the classroom satisfactory for use at the new site;

5. Perform the required grading, foundation, and site work at the new school site;

6. Connect the electrical power service;

7. Connect other utility lines as required; and

8. Provide supervision to assure that the installation is completed satisfactorily.

601.6 THE PLANNING PROCESS

A. After the LEA determines the location for the placement of the relocatable classroom, it shall arrange for a pre-design conference.

B. The pre-design conference will include the LEA, the project A/E, and PSCP staff. They should meet at the site of origination to determine and review the scope of the project.

C. A determination shall be made to ascertain the physical conditions of the relocatable classroom building (see 601.9D).

D. For temporary installations, only construction documents are forwarded to the PSCP for review, comment, and authorization to bid. For permanent installations, a schematic/design development submission shall be followed by the submission of the construction documents for review, comment, and authorization to bid.

1. Send one (1) complete set to:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, MD 21201

and

2. Send one (1) complete set to:

Public School Construction Program
200 West Baltimore Street
Baltimore, MD 21201

E. The procedure for IAC review and approval of contract award shall conform to the requirements of Section 303.3.

601.7 MOVEMENT AND INSTALLATION

A. After contract award, the LEA shall notify the PSCP of the date(s) the movement and installation will take place.

B. PSCP staff may arrange for on-site inspections at both the existing site from which the units will be moved and the receiving site.

C. The project A/E shall be responsible for assuring that the plans and specifications are followed completely and satisfactorily in all aspects of the move and installations of these classrooms.

601.8 CHANGE ORDERS

All change orders associated with relocatable classroom building projects shall be processed in accordance with Section 305.

601.9 LEA RESPONSIBILITY AFTER INSTALLATION

A. The LEA within whose jurisdiction the State-owned relocatable classroom building is installed shall be responsible for the upkeep and maintenance of the building. This includes, but is not limited to, the following: property damage (payable to the LEA and State, equal to replacement value), personal liability, and other appropriate insurances; a log of the completed maintenance work; mechanical and electrical systems, insulation, interior and/or exterior finishes shall be maintained; and all regulations of the Asbestos Hazard Emergency Response Act (AHERA) must be met.

B. The LEA shall be responsible to keep and maintain all drawings, specifications, operating instructions, warranties, maintenance log, keys, and AHERA records which are associated with each installation.

C. When the building is to be moved, the items described in B. above shall be transferred to the LEA receiving the building.

D. At the time of the pre-design conference described in Section 601.6B, a determination will be made by the PSCP as to whether the work required to recondition and/or repair the building should have been accomplished by the LEA at the existing site.

   1. The State will be responsible for work that is considered normal wear and tear. The work will be specified and completed with no penalty to either LEA.

   2. If the work or part thereof is determined to be the results of vandalism or maintenance and repair work that should have been accomplished by the LEA at the existing site, the PSCP staff will establish responsibility and secure payment from or allow the responsible LEA to accomplish the necessary corrective work.

E. The PSCP may review or request the LEA to submit records that pertain to the condition of the building maintenance logs, insurance, or other materials or reports.

601.10 BUDGETING LOCAL FUNDS

A. The LEA will be responsible for the local portion of the cost of the movement and installation of the building based upon the State/local shared cost formula.

B. The LEA is also responsible for the payment of the expenses for temporary installations for such items as: A/E services; surveys; bid advertising; providing electric power to the immediate vicinity of the buildings; water/plumbing connections; the extension of sound, fire alarm, and telephone systems; and code relabeling costs.

C. Ineligible items, if included in the bid documents, should be clearly identified as add alternates for local funding.

601.11 DISPOSITION OF BUILDINGS AND/OR COMPONENTS OR PARTS

A. The IAC will determine when a State-owned relocatable classroom building shall be declared excess and available for transfer to an LEA or another State agency or institution.

B. The IAC will determine when a State-owned relocatable classroom building is damaged to the extent that repair is not financially feasible.

C. The IAC will then proceed with disposition consistent with State law of any building, components, parts, or other items purchased for use with the relocatable classrooms.

D. In those cases where the IAC has approved the permanent installation or the transfer of a State-owned relocatable classroom building, the IAC may take formal action to transfer the title for the building with the approval of the BPW.

E. Upon issuance of the conveying document, the building shall be removed from the PSCP inventory of relocatable classroom buildings and become the full and exclusive responsibility of the LEA, or other party as approved by the IAC and the BPW.

SECTION

700

APPEALS

This section details the appeal procedure.

701 GENERAL APPEALS

701.1 APPEAL PROCESS

A. Whenever any LEA or local governing body wishes to appeal any recommendation or decision made by the designees or the professional staff of the IAC, a letter detailing the grievance shall be addressed to the Executive Director of the IAC. The Executive Director shall present the grievance to the designees or designee directly concerned with the said grievance.

B. If the matter over which a grievance has been filed cannot be resolved by the appropriate agency designee or by the designees as a group, the problem shall be presented as an agenda item at the next regular meeting of the IAC. When this situation arises, the Executive Director shall advise the LEA or the local governing body that the matter is to appear on the agenda and that they may make a formal presentation at that time.

C. The LEA or the local governing body shall be notified by the Executive Director of any actions taken in respect to the grievance by the designees or the IAC.

D. A final appeal of any IAC decision to the BPW is available to the LEA or the local governing body. If an LEA chooses to follow this course of action, the Chairperson and the Executive Director of the IAC must be notified by letter stating their intention to appear before the BPW.

E. The maximum State construction allocation for a project shall be reviewed before the IAC and the BPW prior to the approval of the CIP. Once the allocation is established and included in an annual CIP approved by the BPW, it cannot be increased and shall not be subject to appeal as described above.

SECTION

800

MAINTENANCE

This section describes the procedures for the development of a local comprehensive maintenance plan, including planning, funding, reporting, and compliance.

801 MAINTENANCE OF SCHOOL FACILITIES

801.1 GENERAL

A. For the purpose of this section, Maintenance is defined as those activities concerned with keeping the grounds, buildings, and fixed equipment in their original condition of completeness or efficiency, either through repairs or by replacement during the life expectancy of the building. Maintenance may be performed by maintenance staff, custodial staff, or contracted personnel.

B. Maintenance vehicles, machinery, and automated maintenance management systems are included in the maintenance program.

C. Excluded from Maintenance is the maintenance of equipment used for education programs, including furnishings and instructional equipment. Also excluded is movable food service equipment.

D. Excluded from Maintenance are those activities concerned with building operations. These include but are not limited to mowing, refuse and snow removal, and custodial services. All initial installations of building equipment and modifications to buildings or sites are also excluded.

802 COMPREHENSIVE MAINTENANCE PLAN

802.1 GENERAL

Each LEA will develop a Comprehensive Maintenance Plan (CMP) which describes a strategy for maintaining public school facilities. The CMP will be approved annually by the local board of education. The local government will appropriate, as part of its annual operating and/or capital budget, funds to implement the CMP. The approved CMP will be submitted to the PSCP for review.

802.2 PURPOSE OF THE CMP

A. The CMP represents an LEA's program of maintenance, which supports the delivery of educational programs in safe and healthy physical environments.

B. The objectives of the maintenance program are to:

1. Maintain a positive learning environment;
2. Maintain the asset value of the property;
3. Eliminate or reduce the number and scope of fires, accidents and other safety hazards on the property;
4. Provide buildings that function at top efficiency;
5. Provide continuous use of facilities without disruptions to the education program; and
6. Conserve energy.

802.3 COMPONENTS OF THE CMP

A. The Personnel Organization Section describes the organizational units that form the maintenance department. Each unit should be described in terms of its staffing and the activities that fall within its responsibilities. An organizational chart should be provided which defines each position and the line of responsibility. If the responsibilities fall outside the maintenance department, in operations for example, these relationships should be included in the information above.

B. A CMP should be structured so that the following maintenance categories of activities are readily apparent:

1. Scheduled Maintenance - Includes activities that can be forecast and for which expenditures of parts and labor are based on a predictable time table or use schedule. Provide a brief description of the Scheduled

Maintenance programs and supporting information, including charts and tables that serve to fix and describe each program and category. Describe procedure, responsibility, and frequency for each. Schedules, charts, and tables should be for a minimum of five years, a maximum of ten years. Subcategories of Scheduled Maintenance may be included as follows:

a. Preventive maintenance - a planned program that includes lubricating, cleaning, painting, replacement of expendable parts and other activities designed to maintain the component as nearly as possible in its original condition.

b. Modifications and alterations - includes only maintenance that does not add to the asset value and which is not precipitated by changes in instructional or administrative requirements.

c. Scheduled replacement - a more sizable maintenance effort, usually occurring toward the end of the customary or specified life of an item or system, i.e., carpet, roof or boiler replacement.

2. Unscheduled Maintenance - Includes activities that cannot be programmed or forecast, including emergency repairs and corrections of breakdowns. Provide a brief description of the unscheduled maintenance program for the last completed fiscal year. Subcategories may be included as follows:

a. Unscheduled repairs

b. Vandalism and security-related repairs. Includes restorative repairs or temporary protective work aimed at preventing vandalism.

3. Deferred Maintenance - Includes scheduled activities, delayed or postponed for reasons such as lack of funds or personnel, changes in priorities and change of use. Provide information, including charts and tables, indicating scheduled or unscheduled maintenance that has been deferred.

802.4 SUBMISSION OF THE CMP

A. Each LEA shall submit to the PSCP by October 15 of each year, a CMP, or amend a previously approved plan, for all operating school facilities.

B. The submission shall be approved by the board of education. Such approval shall become an integral part of the CMP before submitting it to the PSCP. By extension, such approval shall also constitute approval of schedules and charts or annual updates thereof. The approved CMP, and corrections or amendments thereto, should be submitted to the local governing bodies for their information and budget considerations.

C. The plan shall be as detailed as required to outline a systematic approach to plant maintenance and address the maintenance categories as indicated in Section 802.3.

803 MAINTENANCE EXPENDITURES REPORT

803.1 GENERAL

A. The LEA shall submit to the PSCP by January 31 of each year a maintenance expenditures report for the last completed fiscal year.

B. The expenditures shall be recorded on Form 803.1 Maintenance Expenditures Report on School Facilities utilizing the data from the audited Annual Financial Report (AFR), Section A as submitted to and recorded by MSDE.

803.2 GUIDANCE FOR PREPARING FORM 803.1

The citations below relate to the line items of Form 803.1 Maintenance Expenditures Report on School Facilities.

A. Information on maintenance costs from Section A 1.2.07 Maintenance of Plant.

1. Include under actual or adjusted columns (as appropriate) the following:

a. Salary and wages of maintenance department personnel performing repair, and maintenance of buildings, fixed equipment, and grounds. Include supervisors and administrative staff within the maintenance department, temporary employees, and overtime.

b. Preventative maintenance, repair and replacement work, including evaluation, testing, and sampling costs, performed by staff or contracted personnel. Include maintenance of buildings, grounds, and fixed equipment, including, but not limited to, the following:

(1) Site: concrete and asphalt paving and sidewalks, curbing, flagpoles, and fencing; play and athletic facilities, including backstops, tennis courts and fixed playground equipment, etc.; drainage systems and erosion control, and similar permanent site amenities;

(2) Utility services: water, sewer, and septic systems, gas service and underground tank storage, electrical service, and similar utilities outside the building;

(3) Building envelope: roofing, flashing, and related systems; exterior masonry, windows, exterior wood and metal work, exterior doors, and weatherproofing systems, including exterior painting, and similar exterior systems;

(4) Interior: asbestos and lead tests and abatement, interior masonry, doors and hardware, finishes including flooring, ceiling finishes, and wall finishes, and interior painting;

(5) Mechanical and Electrical Systems: plumbing for water, gas, waste, etc.; HVAC including rooftop fans and chillers and distribution systems, climate control systems, unit vents, exhaust systems, etc.; electrical distribution system, fixtures (not bulbs or lamps), and electronic systems, including energy management, security, and communications; also fire protection, elevators, and fixed food service equipment.

c. Salaries, tools, and equipment of building operating technicians or building engineers.

d. Prorated share of custodial salary for maintenance functions performed by custodians. Maintenance work performed by custodians may include repair and/or replacement of fixed equipment and preventive maintenance activities involving monthly, quarterly, semi-annual or annual maintenance.

e. Initial and replacement cost of furnishings, equipment, vehicles, tools, etc., that are used by the maintenance department in the administration and repair and/or maintenance of buildings, fixed equipment and grounds.

f. Expenditures for maintenance vehicle repairs and fuel.

g. Expenditures for automated maintenance management systems, printing, and office supplies used by the maintenance department.

h. Expenditures for membership in professional organizations; and subscriptions to and purchase of professional literature used by the maintenance department staff.

i. Expenditures for conferences, meetings, workshops, and training sessions attended by the maintenance department staff.

j. Cost of rental equipment used by the maintenance department.

2. Do not include under the actual or adjusted columns the following:

a. Salaries of persons not directly associated with maintenance or expenditures for administrative travel, equipment, vehicles, furniture, or furnishings associated with those persons.

b. Maintenance, repair, and/or replacement of movable equipment such as light movable food service equipment, computers and associated equipment, electronic and audio-visual equipment, business

machines, and industrial arts equipment except when used by the maintenance department staff in their maintenance effort.

c. New installations of non-replacement or upgraded building equipment and modifications to buildings or sites.

d. Expenditures for building operations including refuse removal, snow removal, lawn mowing, miscellaneous cleaning activities, laundry, exterminating, moving expenses, sanitary supplies, floor products (except refinishing), custodial supplies, utility costs, changing light bulbs, costs of operations equipment such as vacuum cleaners, snow blowers, and courier trucks, etc.

B. Information on maintenance costs from AFR Section A 1.2.08 Fixed Charges

1. Include fixed charges prorated to positions in line item 1.2.07.1. of the AFR. Base them on a factor of 20 percent to cover the following: workmen's compensation, life insurance, health insurance, employers share of FICA, and other charges directly related to maintenance employees. Include any prorated share of custodial salaries discussed in 1.2.07 above.

C. Information on maintenance costs from AFR Section A 1.2.11 Capital Outlay

1. Do not include expenditures that add to the asset value; include only expenditures for maintenance of plant projects recorded in capital outlay, such as roof repair or replacement, boiler replacement, carpet replacement, track overlays, asbestos removal projects, etc.

2. Do not include installation of new non-replacement building equipment, modifications or additions to buildings, removal of architectural barriers, or construction of new facilities. Also exclude installation of movable equipment and new components, including but not limited to partitions, doorways, carpeting, electrical outlets, water coolers, ventilators, and site amenities, such as sidewalks, paving, playground equipment, or exterior lighting.

3. Include built-in equipment or service systems when installed as replacements and when they serve the building in a same or similar capacity as those they replace.

D. Information on maintenance costs from AFR Section A 3.2.00 Expenditures: Land and Buildings

1. Include only the local share of applicable expenditures for maintenance of plant projects, such as roof repairs or replacements, boiler replacements, carpet replacements, track overlays, asbestos removal projects, and system replacements. The local share may vary from one half of total expenditures (in the case of IAC approved systemic renovation projects) to 100 percent of wholly locally funded projects.

2. Do not include new facilities, additions, site modifications or major renovations whose primary purpose is something other than maintenance of plant. Do not include the State-funded portion of any project.

3. Expenditures for the following kinds of Site Improvements shall not be considered maintenance of plant: improvement of new and old sites consisting of grading, landscaping, seeding and planting; constructing new non-replacement sidewalks, roadways, retaining walls, sewers and storm drains; installing hydrants; original surfacing and soil treatment of athletic fields and tennis courts; demolition work; furnishing and installing, for the first time, fixed playground apparatus, flagpoles, gateways, fences, and underground storage tanks which are not part of building service systems.

4. Expenditures for the following kinds of Buildings and Additions or Remodeling shall not be considered maintenance of plant: major permanent structural alterations and the initial or additional installation of heating and ventilating systems, electrical systems, and other service systems in existing buildings; and State-funded expenditures for systemic renovation.

5. Expenditures for Additional Equipment, if any, for maintenance-related vehicles and equipment shall be considered maintenance of plant only when the revenue source of such expenditures is from the Fund category 3.1.10. or 3.1.99.

E. Information on building area maintained

1. Enter the total number of gross square feet of public school buildings maintained during the last completed fiscal year. This includes leased or temporary space other than relocatables.

2. Enter the total number of gross square feet of relocatable classrooms owned or maintained (including State owned relocatables) by the LEA during the last completed fiscal year.

3. Include LEA administrative facilities.

F. Additional information

1. Please refer to the following sections of the FINANCIAL REPORTING MANUAL for Maryland Public Schools, 1983, with revisions.

a. Section III, Account Classifications, Descriptions, and Definitions for application definitions, particularly to the following pages:

III-C-1-b-13 and 15
III-C-1-c-1 through 6
III-D-2 through 4

b. Appendix A, Glossary of Terms.

c. Appendix B, Supplies and Equipment.

804 VERIFICATION AND COMPLIANCE

804.1 MAINTENANCE SURVEYS

A. The PSCP may verify, through maintenance surveys by their staff, the quality, operation, and implementation of the CMP in any and all LEAs.

B. Copies of surveys will be sent to the LEA and local government. The survey will include identified deficiencies requiring corrective measures.

C. The LEA shall provide a written response to the PSCP stating how and when deficiencies will be corrected. The response is due within 45 days of the transmittal date of the maintenance survey.

804.2 COMPLIANCE

A. In the event that the LEA does not comply with the adoption of a CMP, the updating and implementation thereof, or proper action in response to maintenance survey reports, the BPW may withhold state school construction funds for specific schools or groups of schools as it deems appropriate.

B. This action will be taken after due notice to the LEA and local government.

RULES, REGULATIONS, AND PROCEDURES FOR THE ADMINISTRATION OF THE SCHOOL CONSTRUCTION PROGRAM

(Accepted & Approved: June 10, 1981 - Board of Public Works)
(Amended: September 21, 1982, September 17, 1986, December 30, 1987, October 11, 1989, October 6, 1993, May 7, 1997, May 21, 1997, and May 13, 1998)

1. INTERAGENCY COMMITTEE

There shall be an Interagency Committee on School Construction (hereafter referred to as the Committee), which shall consist of the Director of the Maryland Office of Planning, the Secretary of General Services, and the State Superintendent of Schools, or their respective designees. The State Superintendent of Schools or the Superintendent's designee shall chair the Committee. The Committee shall be responsible for the appointment of an Executive Director with the approval of the Board of Public Works. All decisions of the Committee are to be by majority vote except as provided in Section 4 below. The Committee shall assemble, amend, and keep up to date an annual and a five-year program of elementary and secondary school capital improvements funded or to be funded by the State, including remodeling of school facilities as defined herein. The annual program shall contain the maximum state participation in the cost of each project.

2. DEFINITION

Wherever in these regulations the term "local boards" is used, such term shall be construed to refer to the Boards of Education of the several counties and Board of School Commissioners of Baltimore City. However, all prerogatives allowed to the Committee for prior review and approval as prescribed and required herein shall not be abrogated on account of the title of school property and the improvements thereon being in the name of the Mayor and City Council of Baltimore.

3. EDUCATIONAL FACILITIES MASTER PLAN

(a) As a condition of the receipt of state project approval and/or school construction funds, each local board of education shall prepare, submit, and annually amend its school system's educational facilities master plan.

(b) The master plan and amendments thereto shall be reviewed by the Committee as to format, content, and completeness as described in the Public School Construction Program Administrative Procedures Guide.

(c) The Committee will notify the LEA in writing of its comments noting any objections or exceptions it has to the educational facilities master plan. This planning document together with its annual amendments submitted by the LEA and the aforementioned Committee comments becomes the plan of record.

(d) The annual and subsequent five-year capital improvement program submitted by each local board of education shall be consistent with the current educational facilities master plan of record. The Committee may recommend to the Board of Public Works the disapproval of any school construction project that is not consistent with the current master plan of record.

4. STATE CONSTRUCTION PROGRAM

Prior to September 15 of each year, the Committee shall inform each local board of the amount of estimated capital funds available for the upcoming fiscal year. Each local board shall submit to the Committee by December 7 of each year its updated and detailed capital improvement program for the following fiscal year, to be accompanied by a school capital improvement program for the ensuing five years, both of which shall have been approved by the appropriate local governing bodies. The Committee shall recommend approval or, in consultation with affected local boards, modification of the capital improvement programs, and forward a consolidated State program for the following fiscal year to the Board of Public Works to be acted on at the Board's January meeting. In the event the Committee is unable to reach unanimous agreement on any aspect of the consolidated program, the final recommendation to the Board of Public Works shall be as determined by the Governor. Amendments to the consolidated State program which a local board deems it necessary to submit during the course of the year shall also be subject to approval by the Committee and the Board of Public Works.

5. MAXIMUM STATE PROJECT ALLOCATION

The Committee shall establish a maximum State construction allocation which is the maximum State participation for each project when it is being considered for inclusion in an annual capital improvement program for construction funding as follows:

(a) The maximum State construction allocation shall be based on the product of the latest adjusted average statewide per square foot cost of construction for schools in Maryland and the approved area allowances for the project as limited by the PSCP capacity and space formula and these rules and regulations.

(b) The average per square foot cost of school construction based on the best cost experience of schools constructed in the prior year(s) shall be published by the Committee at least annually. The per square foot construction cost shall include site work, and the per square foot building cost shall exclude site work.

(c) The maximum State construction allocation shall also include adjustments for inflation to time of bid, regional cost differences, and a percentage for contingency as determined by the Committee.

(d) The maximum State construction allocation shall be adjusted to reflect the

State and local sharing of this expenditure for all projects approved for local planning on or after January 3, 1994. The State percentages established for previously approved planning and/or construction projects will be utilized for State funding of construction. The current policy is 50% - 75% State funding. The State share, which represents the maximum State construction allocation for the eligible portion of a construction contract is computed by applying the following percentages to the factors cited in sections (a), (b) and (c) above:

Allegany County	- 75 percent		Harford County	- 65 percent	
Anne Arundel County	- 50 percent		Howard County	- 50 percent	
Baltimore City	- 75 percent	(2)	Kent County	- 50 percent	
Baltimore County	- 50 percent		Montgomery County	- 50 percent	
Calvert County	- 55 percent		Prince George's County	- 60 percent	(3)
Caroline County	- 75 percent		Queen Anne's County	- 55 percent	
Carroll County	- 65 percent		St. Mary's County	- 70 percent	
Cecil County	- 70 percent		Somerset County	- 80 percent	(1)
Charles County	- 65 percent		Talbot County	- 50 percent	
Dorchester County	- 70 percent		Washington County	- 65 percent	
Frederick County	- 65 percent		Wicomico County	- 70 percent	
Garrett County	- 70 percent		Worcester County	- 50 percent	

(1) This is an exception to the current policy.

(2) For Fiscal Year 1998 through Fiscal Year 2002, Baltimore City shall receive 90 percent for the first $10 million allocated by the State and then 75 percent if any State funds are provided in excess of $10 million.

(3) For Fiscal Year 1999 through Fiscal Year 2002, Prince George's County shall receive 75 percent of the eligible project costs for the first $35 million allocated by the State and then 60 percent if any State funds are provided in excess of $35 million.

(e) The maximum State allocation for a project shall be reviewed before the Committee and the Board of Public Works prior to approving the capital improvement program. Once the allocation is established as prescribed herein and included in an annual capital improvement program and approved by the Board of Public Works, it cannot be increased and shall not be subject to appeal, Section 10 notwithstanding.

6. ELIGIBLE EXPENDITURES

State participation in the contract costs of the following types of capital improvements which support public school programs and services that serve students in pre-Kindergarten through grade 12 and students with disabilities from birth through age 20 shall be eligible if approved in accordance with these regulations:

(a) For a new school, first-time site development ten feet beyond the building perimeter and including but not limited to outdoor educational facilities, demolition, landscaping, paving, fencing, water, electric, telephone, sanitary,

storm, grading, seeding, sodding, erosion control, and fuel services.

(a-1) The maximum State construction allocation as indicated in Section 5 shall be computed to include 12 percent of the building cost for site development.

(a-2) The LEA may request that the IAC approve an expenditure in excess of the 12 percent of the building cost for site development provided that the maximum State construction allocation is not exceeded.

(a-3) This does not preclude a local board of education from paying site development costs in excess of those allowed herein.

(b) New schools that can be justified because of growth or population shifts.

(c) An addition(s) to an existing school building such as: classrooms, media center, art and music facilities. This category excludes any alteration of the existing building except for that limited work required to physically integrate the proposed addition(s) into the existing facility.

(d) A new building or part thereof to replace an existing obsolete school or part thereof in use for 40 years or more. Obsolescence shall be based on educational program requirements and/or structural considerations as determined by the Committee.

(d-1) The board of education has the option to request the Committee to consider, in lieu of replacing a school building over 40 years old, the renovation of such building, providing life cycle and cost benefit studies demonstrate the economic feasibility of modernization over replacement, and providing the total renovation construction cost does not exceed the cost of an equivalent new building which does not include the costs of site development, demolition, and air conditioning.

(e) The modernization or remodeling of an existing school building, in whole or part, with the following exceptions and limitations:

(e-1) Alteration, modification, or renovation to existing school buildings or portions thereof in use for 15 years or less from the date of occupancy shall not be eligible for State participation in the costs of construction.

(e-2) Except as allowed in (d-l), the Committee shall establish a maximum cost of construction for remodeling a school building or parts thereof. The maximum State construction allocation shall be based upon the product of the "building cost" per square foot, the number of square feet approved for the project, and the following percentages:

(e-2-a) For an approved building addition or replacement of a

portion of a building over 40 years of age - 100 percent with this product increased by 12 percent for site redevelopment.

(e-2-b) For alterations within a building or portion thereof which has been occupied:

- 41 years or more - 85 percent
- from 26 to 40 years - 60 percent
- from 16 to 25 years - 50 percent
- for 15 years or less - 0 percent

(e-3) The maximum State construction allocation for modernization and remodeling shall include the costs of demolition, site development, and an amount for change orders.

(e-4) The LEA may request that the IAC approve an expenditure in excess of 12 percent of the building cost for site redevelopment provided that the maximum State construction allocation is not exceeded.

(e-5) If there is a substantial change in the type of general use proposed for the school, then a maximum gross area allowance greater than that provided for by Sections 5a and 6e-2 may be allowed by the Committee.

(f) Change orders to approved construction contracts not to exceed 1-1/2 percent of the State participation in the contract.

(g) Initial built-in equipment as defined in the Public School Construction Program Administrative Procedures Guide.

(h) Projects that have been forward funded by a local board of education, when approved by the Board of Public Works and under the Rules, Regulations, and Procedures in effect at the time of Board of Public Works approval, including the Board of Public Works' determination of the eligible portion of each project.

(i) Installing by moving and relocating modular relocatable classroom buildings. The allocation shall be based upon the average cost to move a classroom and the State percentage share in section 5d.

(j) Relocating on-site utilities as required to eliminate interference with the building construction.

(k) Expanding existing on-site sewer or water systems to accommodate additional student capacity.

(l) Systemic renovations within a building or portion thereof.

(l-1) The project allocation shall be based upon the product of the approved eligible costs and the State percentage share in section 5d.

(l-2) Eligible costs shall be established for eligible work as defined in the Public School Construction Program Administrative Procedures Guide.

(m) Restoration of a public school building or site damaged as a result of a natural disaster subject to the approval of the Committee and the Board of Public Works.

(n) Projects funded through an annual appropriation for the Aging School Program.

(n-1) These funds are provided through the Public School Construction Program but are exempt from the limitations on the State and local cost sharing requirements in Rule 5(d).

(n-2) Eligible project costs shall be established by the Interagency Committee on School Construction.

(n-3) The costs of an individual contract expressly for maintenance and/or repair are eligible under this program as an exception to Rule 7(l).

7. INELIGIBLE EXPENDITURES

The following types of capital improvements and related expenditures will not be funded by the State and shall be assumed as a local responsibility:

(a) Contracts for the construction of regional or central administrative offices, warehousing, resource, printing, vehicle storage, or maintenance facilities.

(b) A/E or other consultant fees.

(c) Related construction costs such as: permits, test borings, soil analysis, bid advertising, water and sewer connection charges, topographical surveys, models, renderings, or cost estimating.

(d) Cost of acquisition or purchase of sites.

(e) Cost of leasing or purchasing of facilities for school use, except where such leasing or purchasing is part of a tax-exempt financing transaction for a forward funded school construction project approved by the Board of Public Works.

(f) Relocation costs for occupants of a site.

(g) Salaries of local employees.

(h) Administrative costs for developing master plans, programs, educational specifications, inspection of construction, or equipment specifications.

(i) The costs of furnishing and installing movable furniture and equipment.

(j) Art work required by local ordinance.

(k) Cost of owner's liability and builder's risk insurance.

(l) Costs of an individual contract expressly for maintenance and/or repair.

(m) Off-site development costs beyond the property line; except to extend public water and sewage lines or other utilities, consistent with State and local government policies to direct growth to suitable areas and existing population centers, within the State approved maximum allocation.

(n) All construction costs for work, whether in new construction, alterations, or additions, site development or redevelopment, in excess of the State approved maximum allocation.

(o) Systemic renovations for school buildings that are not properly maintained.

In any case where a local board desires to proceed with a capital improvement project, or part thereof which is ineligible for State funding, the Committee shall determine the added cost to the approved project generated by the ineligible aspects, and the local board may proceed with the project but without State funding for the added cost.

8. COOPERATIVE ARRANGEMENTS

Cooperative arrangements for sharing facilities among two or more school systems, among educational and non-educational governmental agencies, and for the use of school facilities for community and recreational purposes shall be encouraged. The Committee shall determine what part of the cost of constructing or improving such facilities is fairly assignable for educational purposes and, accordingly, eligible for State payment.

In addition, the Committee may provide State funding for up to 3,000 square feet, per project, for space to support recreational, health and other community programs that would serve school children and other members of the community. Initiatives eligible for such funding must be coordinated with appropriate State and local agencies, satisfy regulations on the use of bond proceeds, and may include programs such as school-based health centers, parks or recreation programs, day care facilities, parenting and volunteer programs, multipurpose community programs, social services, and public library programs and services.

9. REVIEW AND/OR APPROVAL OF SITES, BUILDINGS, CONSTRUCTION PLANS, AND CONTRACTS

(a) The Committee shall review and approve: 1) all proposals for the acquisition or disposition of school sites or buildings; 2) schematic plans for school capital improvement projects for which State payment of costs is sought; and 3) all awards of construction contracts by the local board funded under this program.

(b) A capital improvement project shall proceed as a State funded project when the construction contract award has been approved in writing by the Committee or the Board of Public Works as prescribed herein. If the Committee does not approve the contracts and proposals as submitted, it shall state in writing the reasons for its disapproval.

(c) Design development and construction documents will be reviewed by the IAC staff and its written comments communicated to the local educational agency. Such comments will be advisory only and basically for verification of funding sufficiency. The LEA has the sole responsibility for bidding a project within the State and local allocations.

10. APPEALS

Whenever a local board or governing body wishes to appeal any decision of the Committee, such party, after giving notice to the Committee, may appear at the next meeting of the Board of Public Works, and, after hearing a presentation of the opposing views, the Board shall make a final determination.

11. COMMITTEE GUIDELINES AND PROCEDURES

The Committee shall have the responsibility for prescribing administrative procedures, guidelines, and forms to be used by local boards desiring State payment of the costs of a school capital improvement project.

12. SELECTION OF ARCHITECTS AND ENGINEERS

The plans, specifications, and related documents for each construction project must have been developed under the supervision and responsibility of an architect or engineer who is licensed or registered in the State of Maryland. Selection of the architect or engineer shall be made by the local board. The Committee shall be notified of the architect selected, and a copy of the approved A/E Agreement shall be filed with the Committee. However, the local A/E Agreement shall include, as terms of the contract, provisions for cost control, life cycle costing, energy conservation, a fixed limit of construction cost, and Committee review and/or approval, as described herein, of the schematic, design development, and construction documents.

13. SUBMISSION OF SCHEMATIC DESIGNS AND DESIGN DEVELOPMENT DOCUMENTS

The schematic designs prepared by the architect shall be reviewed and approved by the Committee. The design development documents approved by the local board shall be submitted to the Committee for review and comment. The design development documents shall demonstrate cost effectiveness. Energy consumption efficiency, as substantiated by life cycle cost studies, must be approved by the Department of General Services as required by the State Finance and Procurement Article, Sections 4-801 - 4-808, Annotated Code of Maryland. Within thirty (30) days of submission, the local board shall be notified in writing of the comments and recommendations of the Interagency Committee staff.

14. CONSTRUCTION DOCUMENTS

The construction documents shall be submitted to the Committee for final review and comment, and for comparison with the project's approved maximum State construction allocation and authorization to bid. The documents shall include all necessary approvals by appropriate State and local fire, health, sediment control and storm water management agencies; such approvals to be final subject to subsequent inspection as to compliance. Alternates should be established to enable the award of a contract within the available State and/or local funds. Comments in writing by the Committee staff shall be based upon the construction documents submitted and shall not be construed to include any subsequent changes in the construction documents.

15. AWARDS OF CONTRACTS

Awards of contracts shall be made by, and in the name of, the local board to the lowest responsible bidder meeting the requirements of the bidding documents in accordance with the Public School Laws, after the award of contract has been approved by the Committee. If the lowest responsible bidder's proposal exceeds the maximum State construction allocation, the local jurisdiction can (a) supplement the State allocation (and assume responsibility for all change orders), (b) revise and rebid (with no subsequent adjustment in State funds), or (c) cancel the project. Each local board shall adopt procedures for prequalification of bidders on contracts, and an attempt to include minority business enterprises in contracts. The Committee shall assist in the development of such procedures. Contracts and Requisitions for Payment shall be in a standard form. Construction contracts shall include a performance and payment bond payable both to the local owner and to the State. The State shall not pay any fees for local building permits and shall not require any local board to obtain a building permit as a condition of approval unless the local subdivision requires it. Local boards shall be required to furnish adequate inspection of all construction projects. During construction, the Committee may arrange for periodic inspection by State inspectors of the project.

16. METHOD OF PAYMENT

Payment will be made by the State directly to the contractor or vendor upon receipt and review of a request for payment from the LEA for eligible expenditures against the approved contract, and payment should be made within twenty-five (25) days from the receipt of the invoice by the LEA. Payments may be made by the State to the LEA as reimbursement for eligible expenditures made against approved contracts with documentation indicating that the contractor or vendor has been paid the amount requested for reimbursement.

17. REVERSIONS

Any project approved for funding with an allocation in the State Public School Construction Capital Improvement Program of record which has not been contracted for within two years from the effective date of approval shall be deemed to be abandoned. If justified by unusual circumstances, the Committee, with the approval of the Board of Public Works, may extend the allowable time for placing a project under contract. The amount of the unexpended allocation for such an abandoned project shall be transferred to the Statewide Contingency Account of the fiscal year in which the project was approved for funding, and the project shall be removed from the State Public School Construction funding accounts. To be considered for reinstatement, the project must be submitted as a new project in a succeeding fiscal year's annual capital program as required under Section 4.

18. AMENDMENTS AND REVISIONS

Prior to the adoption or approval of any proposed amendments or revisions to these Rules, Regulations, and Procedures, the Board of Public Works will:

(a) Notify local boards of education and county governing bodies of the proposed changes to allow for their review and comments; and

(b) Submit the proposed changes to the Legislative Policy Committee of the Maryland General Assembly for a period of at least 30 days to provide for their review and comments.

APPENDIX B

MOVABLE FURNITURE AND EQUIPMENT
(Ineligible for State Funding in Construction Contracts)

Accounting Machines
Adding Machines
Analyzers
Anvils
Audiometers
Autoclaves
Balance Beams
Balances
Bars, Horizontal
Beds
Benches, Work, Test, and Diagnostic
Bleachers
Blue Print Machines
Book Stacks
Book Trucks
Bookcases
Boring Machines, Precision, Table or Vertical Types
Brake Lining Machines
Brakes and Folders (hand or power)
Buffers, Electric (floor or bench mounted)
Bulletin Boards (portable)
Cabinets, Beverage Cooling
Cabinets, Filing
Cabinets, Ice Cream
Cabinets, Laboratory
Cabinets, Print, Drafting
Cabinets, Storage
Cabinets, Tool
Calculators, Desk Type
Card Catalogs
Carrels
Carts
Cases, Display
Cases, File
Cases, Laboratory
Cases, Supply
Cases, Type
Cash Registers
Cement Mixers
Centrifuges

SAMPLE LISTING ONLY

This is not an all inclusive listing of movable equipment. This listing is to be used as a guide only. Refer to 303.1 Q for the definition of movable furniture and equipment. Questions regarding movable equipment should be referred to the PSCP.

MOVABLE FURNITURE AND EQUIPMENT
(Ineligible for State Funding in Construction Contracts)

Chain & Cable Hoists
Chairs
Chalkboards (portable)
Chargers, Battery
Charging Desk
Chart Stands
Choppers, Food
Cleaners, Steam or Vapor
Clocks, Wall
Clothes Dryers
Clothes Washers
Coat Racks
Coffee Urns
Combustion Analyzers
Compactors
Composing Machines
Compressors, Air
Computers or Related Electronic Equipment
Cookers, Pressure, Commercial
Copying and Duplicating Machines
Cosmetology & Barber Furnishings
Cylinder Boring Machines
Deep Fat Fryers
Desks
Dictation and Transcribing Machines
Dictionary/Atlas Stands
Dish Trucks
Dish Washers
Dividers, Room
Drafting Machines (wall or table mounted)
Drafting Tables
Drill Presses(floor or bench mounted)
Driver Training Simulators
Dry Cleaning Machines
Dust Collectors (portable)
Easels
Electronic Keyboards
Electronic Work Bench & Service Centers
Engines
Fire Extinguishers

SAMPLE LISTING ONLY

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MOVABLE FURNITURE AND EQUIPMENT
(Ineligible for State Funding in Construction Contracts)

Forges
Forms, Dress
Freezers, Food
Furnaces, Heat Treating
Furnaces, Laboratory
Gear Cutting Machines
Generators
Grinders
Gymnastic Equipment Assemblies
Hair Dryers
Hammer, Power
Horses (gym)
Horizontal Bars
Jacks, Hydraulic
Kilns
Language Laboratories
Lathes
Lecterns
Lifts, automotive
Lockers
Looms
Magazine Racks
Map Cart Assemblies
Math Laboratories
Microfilm Readers/Printers
Milling Machines
Mixing Machines, Food
Motor Analyzers
Motor-Generator Sets
Music Stands
Music Instrument Stands
Music Laboratories
Nibbling Machines
Ovens
Paint spraying Equipment and Booths
Paper Cutters
Parallel Bars
Pianos
Planers, Power
Platform Trucks

SAMPLE LISTING ONLY

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MOVABLE FURNITURE AND EQUIPMENT
(Ineligible for State Funding in Construction Contracts)

Potters Wheels
Presses, Printing
Presses, Punch
Pressing machines
Rack, Cooling
Ranges, cooking
Refrigerators
Reuther Boards
Routers
Sanding Machines
Saws, Power
Scales
Score Boards
Screen, Projection
Sewing Machines
Shapers
Shears, Power-operated
Shelving
Signal Generators
Slicer, Food
Spreaders, Tire
Stages & Platforms (portable)
Stamping Machines, Power
Standards (volley ball, etc.)
Stands, Engine
Steno/Shorthand Laboratories
Stools
Tables
Television Receiving Sets
Theodolites/Transits
Toasters, Commercial
Typewriter Desks
Typewriters
Video Recorders
Vises, Bench or Press
Welders - Arc, Gas, or Spot
Welding Booths
Wheel Balancing Machines
Whirlpools
Word Processing Equipment

SAMPLE LISTING ONLY

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CAFETERIA MOVABLE EQUIPMENT
(Ineligible for State Funding in Construction Contracts)

Bar - Condiment, Salad
Cabinet - Hot Food, Ice Cream, Warming
Carrier - Cold Transport, Hot Transport
Cart - Silver, Tray, Utility
Coffee Maker
Cooker - Jet Steam
Cooler - Milk
Cutter - Food, Mixer
Disposer
Dryer
Freezer - Pass Thru
Fryer -
Kettle - Steam Trunnion
Mixer - Bench, Cutter, Floor
Oven - Convection, Microwave
Processor - Food
Rack - Dish, Dunnage, Pan, Pot
Range - Electric, Gas
Refrigerator - Pass Thru
Slicer - Food
Station - Cashier, Cold Food, Warm Food
Table - Bakers, Cooks, Preparation, Receiving, Slicing
Warmer - Food
Washer - Clothes, Dish

SAMPLE LISTING ONLY

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APPENDIX C

CAPACITY AND SPACE FORMULA

A. STATE RATED CAPACITY

1. The State Rated Capacity is defined as the maximum number of students that reasonably can be accommodated in a facility without significantly hampering delivery of the educational program.

   It is not intended to be a standard of what class sizes should be. School system staffing varies widely depending on a number of factors. It is, however, a criteria used in evaluating whether a particular school is overcrowded such that relief is needed and provision of additional space may be warranted.

2. The following formula shall be used to determine the State Rated Capacity of existing facilities:

   a. Elementary Schools (for pupils in grades pre-k-5/6, inclusive)

      The State Rated Capacity is derived through multiplying the number of classrooms by the State approved capacity:

Prekindergarten classrooms	x 20
Kindergarten classrooms	x 22
Grades 1 - 5/6	x 25
Special Education (self-contained)	x 10

      Adding these totals will yield the SRC for the school.

      Elementary grade classrooms and self-contained special education rooms are rooms that are used by the same group of pupils for half or more of the normal school day.

      A prekindergarten or kindergarten classroom is a room that is used by the same group of pupils for an entire prekindergarten or kindergarten session, be it morning session, afternoon session, or all of the normal school day.

      Spaces in an elementary school which are used by different, small groups of pupils throughout the day (i.e., resource rooms, special reading/remedial rooms, libraries, media centers, cafeterias, physical education rooms, art rooms, computer labs, music rooms, assembly areas, science rooms) are not counted as elementary grade classrooms.

      Classrooms or spaces used as classrooms that are smaller than 550 square feet in floor area will generally not be counted for capacity purposes.

For classrooms located in an instructional area in which the classrooms are not structurally defined, i.e., open space, the classrooms shall be computed by dividing the open space area by 800 square feet and rounding to the nearest multiple of 800. A reasonable amount of square footage for circulation will be excluded.

b. Secondary Schools (for pupils in middle, junior, and senior high grades 6-12, inclusive)

The State Rated Capacity is 90 percent of the product of the number of teaching stations and 25, and then adding the product of the number of teaching stations for special education and 10.

A teaching station is any space in which scheduled instruction takes place, such as general classrooms, special purpose rooms, laboratories, career technology rooms, business education rooms, band and chorus rooms, art rooms, mechanical drawing rooms, home economics rooms, weight rooms, and wrestling rooms.

A gymnasium which has a standard inter-scholastic basketball court is counted as two teaching stations.

Teaching stations or spaces used as teaching stations that are smaller than 500 square feet will generally not be counted for capacity purposes.

For teaching stations located in an instructional area in which the teaching stations are not structurally defined, i.e., open space, the teaching stations shall be computed by dividing the open space area by 700 square feet and rounding to the nearest multiple of 700. A reasonable amount of square footage for circulation will be excluded.

c. Career Technology Schools and Centers

The State Rated Capacity shall be the product of the number of teaching stations and 20 or 25 where classes are established at this size or larger. Career technology resource classrooms shall not be counted as capacity.

B. DESIGN CAPACITY

1. Design Capacity is used to establish the maximum gross area allowance of a school building eligible for State funding purposes. Design capacity is the product of projected enrollment and a utilization factor. The projected enrollment is the number of students expected to attend the school five years after the project is approved for planning.

On occasion, school systems may build a school larger than agreed to by the State. The school could be built for a larger number of students, or a larger number of square feet per student, or both. In these situations, State funding will be based on the State approved design capacity and the State approved

maximum square foot allowances. If additional capacity is constructed beyond that approved by the State, this additional capacity will be recognized and counted in the evaluation of future school system construction projects.

2. Design Capacity is calculated as follows:

   a. Elementary Schools (including prekindergarten, kindergarten and special education students); Career Technology Schools and Centers

      FULL-TIME EQUIVALENT ENROLLMENT (FIVE-YEAR PROJECTION) X 1.0

   b. Secondary Schools (including middle, junior high, and senior high schools, with special education)

      FULL-TIME EQUIVALENT ENROLLMENT X 1.1

C. JUSTIFICATION FOR NEW PROJECTS

LEAs shall study the projected enrollments and capacities for appropriate and adjacent schools to prepare the justification for a new school or an addition. These studies are subject to IAC review and acceptance.

For the purpose of the IAC, an existing school facility shall be considered as overutilized or overcrowded when the current or projected enrollment reaches and/or exceeds the State Rated Capacity. Students in excess of the State Rated Capacity can be used to justify the need for a new school or an increase in capacity at an existing school.

D. STATE FUNDED MAXIMUM GROSS AREA ALLOWANCE

The "maximum gross area allowance" eligible for State funding is the product of the State approved design capacity and the area allowance per pupil.

1. The maximum gross area allowance sets the limit for State participation in a project.

2. The costs of that part of a project which causes the approved maximum gross area allowance to be exceeded will be a local responsibility.

3. The maximum gross area allowance shall not be considered a minimum State space design standard.

4. All computations and determinations for State funding will be consistent with the current Rules, Regulations, and Procedures as adopted by the BPW.

The maximum per pupil area allowances and certain maximum gross areas are listed below:

a. Elementary Schools (Design Capacity)

Up to 325 Students	108 square feet
326 to 334	35,149 square feet
335 to 400	105 square feet
401 to 421	42,000 square feet
422 to 500	100 square feet
501 to 527	49,875 square feet
528 to 720	95 square feet
721 to 762	68,040 square feet
763 to 810	89 square feet
811 to 860	72,293 square feet
861 and up	84 square feet

b. Middle and Junior High Schools (Design Capacity)

Up to 600	120 square feet
601 to 626	72,000 square feet
627 to 1,000	115 square feet
1,001 to 1,045	115,000 square feet
1,046 and up	110 square feet

c. Senior High Schools (Design Capacity)

Up to 650	140 square feet
651 to 700	91,000 square feet
701 to 1,500	130 square feet
1,501 to 1,560	195,000 square feet
1,561 and up	125 square feet

d. Career Technology Schools and Centers

The maximum gross area allowance will be determined by program offerings, with an allowance for administration, support, circulation, mechanical, etc. However, the maximum shall not exceed 210 square feet per full time equivalent student.

e. Special Education Facilities

The gross square footage for students receiving special education service intensities I-IV are included in the design capacity formula in the respective schools above (a-d). The gross square footage for students requiring special education service intensity V will be determined by program offerings and generally will not exceed 180 square feet per full time equivalent student.

f. Auditoriums

The allowances above provide for the inclusion of an auditorium within the established State maximum gross square footage. No additional area allowance will be made to increase the maximum square footage or State funding for an auditorium.

g. Swimming Pools

Swimming pools may be designed within the State maximum gross square footage. No additional area allowance will be made to increase the maximum square footage or State funding for a swimming pool.

APPENDIX D

OUTLINE FOR EDUCATIONAL SPECIFICATIONS

SUGGESTED CONTENTS

Section I Project Rationale

- Introduction
- The Community
- School Board Policies
- Belief Statements
- Scope of Work, Budget, and Schedule

Section II Educational Plan

- Curriculum Component
- Instructional Methods Component
- Staff Support Component
- Technology Component

Section III Project Design Factors

- Site Conditions
- Building Systems (existing/proposed)

Section IV Activity Areas

- General Overview
- Program/Service Function (for each educational program and service function in the project)

Section V Summary of Spatial Relationships

- Matrix or diagram

Section VI Summary of Spatial Requirements

- List educational programs and services with net and gross square footages

SECTION I - PROJECT RATIONALE

A. INTRODUCTION

1. The introduction should contain a project justification and description.

2. It should also state certain general objectives, such as:

   To promote student and staff well being
   To promote learning and study
   To promote administrative efficiency and ease of maintenance
   To create an attractive facility, properly oriented on its site
   To make a positive statement for the community
   To be technologically current
   To be energy efficient

B. THE COMMUNITY

1. Provide a brief description of the community, its history, and projected future (5-10 years).

2. Provide a map of the community indicating the school location and school attendance area.

C. SCHOOL BOARD POLICIES

Provide a brief statement on local school board policies which have a direct impact on facilities such as:

After-school use of certain facilities, including playing fields
Curriculum offerings
Special programs
Staffing ratios
Standard school enrollment size

D. BELIEF STATEMENTS

Belief statements convey certain concepts and philosophies that can influence the design of a particular school. The following statements are presented as examples:

1. Every school facility will contribute constructively to its occupants' educational, physical and emotional needs.

2. Every school facility and component will serve as a teaching tool.

3. Learners should be stimulated by the school facilities they inhabit throughout their years of schooling.

4. Every school facility is a community resource and should meet the community's human and technological requirements.

5. The educational delivery system must include physical environments which effectively utilize changing technologies.

6. School facilities should be capable of adjusting to future technological demands.

E. SCOPE OF WORK, BUDGET, AND SCHEDULE

1. Provide enrollment data for the current year (September 30) and each of the next five years, both head count and full-time equivalent.

2. Indicate the gross square footage proposed for new construction and, if appropriate, the gross square footage proposed for renovations (by age of structure).

3. Indicate if future expansion is anticipated and how this should be addressed in the current project.

4. Indicate the gross square footage approved for the project that is eligible for State funding and the net square footage proposed for the project.

5. Indicate the anticipated project costs for construction, including site work and a contingency for change orders. Specify the anticipated sources of funding.

6. Develop a schedule showing the expected initiation and completion of the following:

   a. educational specifications
   b. schematic designs
   c. design development documents
   d. construction plans and specifications
   e. construction
   f. occupancy

SECTION II - EDUCATIONAL PLANS

This section should contain the following:

A. CURRICULUM COMPONENT

1. Describe the specific teaching objectives and learning outcomes characterizing the school's instructional program.

2. Describe the broad facility needs generated by the instructional program.

3. Describe current or projected needs to serve adult education, day care, before-school/after-school programs, and community education.

B. INSTRUCTIONAL METHOD COMPONENT

Describe the major instructional methods planned for the school.

C. STAFF SUPPORT COMPONENT

Describe briefly the school's staffing organization. Include: instructional (including aides), administrative, operational, etc.; provide a list of the number of persons under each category, including part-time personnel.

D. TECHNOLOGY COMPONENT

Describe how electronic systems will be integrated with the educational plan and facilities.

SECTION III - PROJECT DESIGN FACTORS

A. SITE CONDITIONS

1. Identify which utilities (sewer, water, electricity, gas) are or will be available. Identify which are from a public utility or on-site.

2. Identify requirements for separation of school bus and automobile traffic, student pick-up and drop off.

3. Identify the number of parking spaces required for staff, visitors, and individuals with disabilities. State any local school board and local government requirements.

4. Identify the requirements for playing fields and courts, i.e., type and size, location and accessibility (including access for individuals with disabilities).

5. Identify any unique site conditions.

6. Identify requirements for natural habitat preservation or development.

B. BUILDING SYSTEMS (EXISTING/PROPOSED)

Provide a brief description of each existing or proposed building system.

1. ACCESSIBILITY - Identify the school site and building access requirements for students, school staff, and other adults with disabilities.

2. CLIMATE CONTROL - Identify the need for heating, ventilation, and air conditioning. Indicate which programs or services and portions of the

building require special temperature and humidity controls. Consideration should be given to indoor air quality and energy conservation.

3. ELECTRICAL - Identify electrical power needs - including emergency power, the back-up systems, surge protectors, and grounding requirements.

4. LIFE SAFETY/BUILDING CODES - Identify the building and life safety codes that will be applicable.

5. LIGHTING - Identify interior and exterior requirements for lighting and the suitability of natural lighting in instructional and support spaces.

6. PLUMBING - Identify the needs for water, gas, and waste removal.

7. PUBLIC ACCESS - Identify public use areas during and after school hours, including restroom access.

8. SPECIAL SYSTEMS

   a. Electronics - Describe the needs for the communication systems, including telephone and public address systems; power supply for computer equipment; and energy management.

   b. Security - Identify the interior and exterior security requirements.

9. STRUCTURAL - Identify needs for interior flexibility of space through the movement of interior walls and the requirements for future additions or a reduction in the size of the school.

SECTION IV - ACTIVITY AREAS

A. GENERAL OVERVIEW

1. Activity areas are the core of the educational specifications. They include all discrete spaces in the school building. Activity areas related by teaching objectives and learning outcomes are grouped together under a single heading. Some activity areas may serve more than one function and should be placed under the most appropriate heading.

2. A description of each educational program and service function should be provided.

3. The suggested headings for activity area groupings, common for most elementary and secondary schools, are as follows:

   Administration
   Custodial Service
   Food Service
   Guidance

Health
Instructional Programs
Instructional Support
Media Center

4. Spaces or functions generally exempt from activity area descriptions are not identified in the educational specifications but will be included in the project. They are provided in the square footage difference between the net and gross square footage. These areas include toilet facilities for building-wide use, mechanical and boiler rooms, corridors, and lobbies.

5. Always identify each support room for the activity area. Describe its relationship to relevant activity areas and how it will function.

B. PROGRAM/SERVICE FUNCTIONS

Each activity area specification should be written in accordance with the following outline:

1. GOALS - Identify the goals and/or objectives for the activity area.

2. PLANNED USAGE - Identify the experiences and activities planned for users of the area. Verbs describing specific actions such as paint, read, or write, are more acceptable than general descriptions such as work, study, or interact.

3. NUMBER OF USERS - Identify how many teachers, students or other persons will use the space.

4. GROUPINGS - Identify anticipated group sizes. For instance, for classroom space, this information should include a notation regarding large or small group instruction, individual student work, or team organizations.

5. RELATIONSHIP TO OTHER ACTIVITIES - Identify the spatial relationship of this activity area to other spaces inside and outside the building. These relationships can be described as direct, indirect, or convenient.

6. SPATIAL REQUIREMENTS - Identify spatial requirements for the area including capability for being combined with other areas to create a larger space, capability for being subdivided, the frequency of such adjustments, and the approximate square footage required for each area and its support areas.

7. SUPPORT FACILITIES - Briefly describe the support facilities that will enable the educational program to take place in the activity area. Student project areas, conference rooms, preparation areas, teacher planning areas, and shared storage areas are examples of support facilities.

8. ACOUSTICAL - Identify the acoustical needs of the area. Which activity areas should be enhanced or isolated acoustically?

9. BUILDING SYSTEM REQUIREMENTS - Describe the requirements unique to each activity area:

   a. Accessibility
   b. Climate Control
   c. Electrical
   d. Life Safety/Building Codes
   e. Lighting
   f. Plumbing
   g. Public Access
   h. Special Systems: Electronics and Security
   i. Structural

10. STORAGE - Identify the storage requirements for the activity area in terms of linear or cubic feet required as well as the materials to be stored. This section includes mostly specifications of built-in features.

11. DISPLAY - Identify display requirements, i.e., chalkboards, tackboards, pegboards, tack strips, and display cases. Approximately how many square feet of these items are required?

12. FURNITURE AND EQUIPMENT - While it is not necessary to identify manufacturer's model numbers, styles, colors, etc., it is important to specify the quantity and type of item that will be used in each activity and support area.

SECTION V - SUMMARY OF SPATIAL RELATIONSHIPS

Spatial relationships between activity areas should be summarized either in a matrix or diagram. It may also be desirable to show some internal relationships within activity areas.

SECTION VI - SUMMARY OF SPATIAL REQUIREMENTS

The summary of space requirements is a list of all net square footages of each activity area, plus a percentage of the sum of net square feet allotted to circulation, mechanical space, toilet areas not included as activity areas, wall thicknesses, etc., for a total number of gross square feet for the entire facility.

CONSTRUCTION SIGN FOR STATE FUNDED SCHOOL CONSTRUCTION PROJECTS (4' X 8')

MARYLAND FORWARD

Improving Maryland's Future

The State of Maryland

and

The _____ County Board of Education

are (select from page E-1a)

(enter school name) **School**

Parris N. Glendening
Governor

William Donald Schaefer
Comptroller

Richard N. Dixon
Treasurer

Public School Construction Program

XXXXXXX
Architect

XXXXXXX
Contractor

E-1

Revised 1/25/99

APPENDIX E

FOR SCHOOL CONSTRUCTION SIGN

The following appropriate language should be entered on the construction sign to describe the work for the specific project (or modified as required):

- Renovating
- Constructing an Addition and Renovating
- Constructing an Addition to
- Constructing a Replacement School for
- Constructing the New
- Constructing a Prekindergarten Addition at
- Renovating the Science Laboratories at
- Replacing the Roof at
- Replacing the Boilers at
- Replacing the Windows at

APPENDIX E

SCHOOL PLAQUE

School plaque for State funded school construction projects (12" X 18")

STATE FUNDS FOR THE (select appropriate option)

THIS SCHOOL BUILDING WERE PROVIDED THROUGH

THE PUBLIC SCHOOL CONSTRUCTION PROGRAM

(DATE)

BOARD OF PUBLIC WORKS

PARRIS N. GLENDENING, GOVERNOR

WILLIAM DONALD SCHAEFER, COMPTROLLER

RICHARD N. DIXON, TREASURER

options to be selected and inserted:

- "... CONSTRUCTION OF ..."
- "... CONSTRUCTION OF AN ADDITION TO ..."
- "... RENOVATION OF ..."
- "... CONSTRUCTION OF AN ADDITION AND RENOVATIONS TO ..."

APPENDIX F

PROCUREMENT LAWS APPLICABLE

As of January 1, 1994, the procurement laws and/or statutes of Maryland briefly described below are applicable to public school construction projects. These and other requirements should be reviewed periodically since new requirements may be added and existing requirements may be amended or deleted.

(1) EDUCATION ARTICLE

(a) 5-110 BIDS

All public school contracts in amounts in excess of $15,000 shall be advertised for bids and the contract awarded to the lowest responsible bidder who conforms to the specifications.

(2) STATE FINANCE AND PROCUREMENT ARTICLE

(a) 14-301 THROUGH 14-308 MINORITY BUSINESS PARTICIPATION

This section is applicable to the boards of education when State Public School Construction Program funds are utilized. Each board of education shall approve and implement a minority business enterprise procedure to attempt to achieve the results that a minimum of 10 percent of the total dollar value contracted or expended is made directly or indirectly from minority business enterprises.

(b) 13-305 ADVISORY SERVICES

A school board may request that the Transportation Professional Services Selection Board or the General Selection Board provide advisory services in procuring architectural and engineering services. The school board shall pay for the costs of these services.

(c) 16-201 THROUGH 16-208 DEBARMENT FROM STATE AND LOCAL CONTRACTS - BRIBERY

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the State. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any State or Federal government.

(d) 17-101 THROUGH 17-110 SECURITY FOR CONSTRUCTION CONTRACTS

Before any construction contract exceeding $50,000 in amount is awarded, the contractor shall furnish a performance and payment bond which shall become binding upon the award of contract. The contractor may provide the equivalent in cash or other security satisfactory to the public body awarding the contract.

(e) 17-201 THROUGH 17-226 PREVAILING WAGE RATES - PUBLIC WORKS CONTRACTS

State prevailing wage rates shall be included in bid documents when State funds are used for the construction (new or renovation) of a public works project (public school) if (a) the project construction cost, including State and local funds, will exceed $500,000; and (b) State funds are used to provide 75 percent or more of the funds for construction.

(f) 17-301 THROUGH 17-306 STEEL PROCUREMENT FOR PUBLIC WORKS

Each public agency shall require that every construction contract advertised for bid shall require the use or supply of domestic steel products unless the cost is unreasonable or inconsistent with the public interest.

(3) ARTICLE 27 - CRIMES AND PUNISHMENTS

(a) 680 THROUGH 681M - STATE USE INDUSTRIES ACT

The State of Maryland may sell to its political subdivisions any tangible or movable product, such as materials, supplies, equipment, and printing which is manufactured, processed, or produced for sale by inmates in the State of Maryland's Division of Corrections facilities.

APPENDIX G

LIFE CYCLE COST ANALYSIS AND ENERGY CONSERVATION

A. BACKGROUND

1. State Finance and Procurement Article, Sections 4-801 through 4-808 of the Annotated Code of Maryland requires that buildings constructed and financed with the assistance of the State are to be designed and constructed in a manner which will minimize the initial construction cost to the State and the consumption of energy resources used in the operation and maintenance of the building. To accomplish the dual benefits for initial cost and energy savings, a life cycle cost and energy consumption analysis shall be initiated during the preliminary design phase. The Life Cycle Cost Analysis shall conform with the Department of General Services, Procedures for the Implementation of Life Cycle Cost Analysis and Energy Conservation.

2. Consideration for compliance with these requirements should be initiated with the development of the schematic presentation. The actual analysis shall be an integral part of the design development submission and shall be consistent with the current standards and guidelines for life cycle costing and energy conservation as developed by DGS for the PSCP. Several variations have been made to the DGS guidelines which are applicable to the PSCP.

3. The project consultants should prepare a list of items to be checked for potential energy savings and also a list for trade-off studies by life cycle cost methods for review and comment with the LEA and DGS/PSCP staff prior to preparing the design development package. The DGS/PSCP staff will be available to discuss this subject if requested by the LEA. It is suggested that a meeting be held for every project.

B. PUBLIC SCHOOL CONSTRUCTION - ANALYSIS CRITERIA

1. The time span for the Life Cost Accounting shall vary for new and modernization projects.

   New: The building life is forty-five (45) years from the date of occupancy.

   Renovation: The study shall be based on fifteen (15) years from the proposed bid date.

2. For purposes of the study, the hours for school operation shall be 200 days x 10 hours/day = 2,000 hours/school year. The school will be unoccupied for 6,760 hours/year.

C. TYPES OF STUDIES

The energy and life cycle cost analyses should include but are not limited to the following:

1. Site orientation and other natural factors
2. Building envelope
3. Fenestration, major architectural features which affect energy consumption
4. Thermal Storage systems, where applicable
5. Heat Recovery
6. Alternate fuels, if applicable
7. Types of heating, ventilation and air conditioning distribution systems
8. Any major energy consumption system. Each analysis should compare three alternative systems or explain why this is not practical or possible. The energy consumption and life cycle cost analyses do not release the A/E from their responsibility to conduct trade-off studies for other elements of the building design.

D. CERTIFICATION LETTER

1. The architect will be required to submit a letter with their seal of registration certifying the energy usage in BTU/sq. ft./year for the project with the design development submission. The BTU/sq. ft./year usage should be the same as indicated in the Life Cycle Cost Analysis.

2. Sample letter to be sent:

Department of General Services
Office of Engineering and Construction
Administrator for Public School Construction
301 West Preston Street, Room 1405
Baltimore, Maryland 21201

Dear _____:

This letter is to certify that the energy in BTU/sq. ft./year for the design development submission for the _____ School is as follows:

Lighting	_____
Heating	_____
Cooling	_____
Other Use	_____
Total	_____

Signed and Sealed by Architect

cc: LEA

E. SUBMISSION AND APPROVAL

All correspondence, submission, and coordination with DGS shall be sent to the DGS administrator. The Life Cycle Cost and Energy Consumption Analysis approval will be initiated by the DGS designee. This approval is required prior to the architect/engineer proceeding with the preparation of the construction documents. The approval will state which items included in the analysis have been accepted and can be included in the construction documents. The A/E shall submit an energy conservation computer printout to satisfy the Energy Design Requirements (cited below).

F. ENERGY DESIGN REQUIREMENTS

1. The minimum design requirements for providing an energy efficient design of new buildings, renovations, and/or additions shall be in compliance with the latest applicable edition of the following standards:

   a. ASHRAE/IES 90.1

      Energy Efficient Design of New Buildings
      Except New Low Rise Residential Buildings

   b. ASHRAE 62

      Ventilation for Acceptable Indoor Air Quality

c. BOCA Energy Conservation Code

2. The A/E shall coordinate design with the applicable utility company depending on building location, to obtain maximum rebate which may be available for the use of energy efficient equipment.

3. The A/E shall incorporate energy saving systems in the building design wherever possible.

APPENDIX H

TABLE OF FORMS

FORM NUMBER	TITLE
101.1	Facilities Inventory
101.2	FTE Enrollment Projections by Grade
101.3	Facility Needs Summary
102.1	Request for Approval of Planning
102.2	Request for Approval of Funding
102.3	Future Project Request
102.4	Summary of Current and Future Project Requests
102.5	Status of Previously Approved Projects
102.6	Status of State Owned Relocatables
103.1	Record of Architect/Engineer
104.1	Site Analysis Report
104.2	Environmental Assessment Form
202.1	Schematic Design Submission
302.1	Design Development Document Submission
302.2	Life Cycle Cost Analysis Summary
302.3	Design Development Document Analysis
302.4	Cost Estimate Summary and Worksheet
303.1	Construction Document Submission
303.2	Construction Document Analysis
303.3	Approval of Construction Contract Award
303.4	Owner/Contractor Agreement
305.1	Change Orders
306.1	LEA Request for Payment to Contractor
306.2	Request for Reimbursement to LEA
306.3	Monthly Financial Report
306.4	Standard Monthly Contractor's Requisition for Payment
306.5	Monthly Financial Report Summary
306.6	Close-Out Cost Summary
501.1	Change in Status of a School Facility
803.1	Maintenance Expenditures Report on School Facilities

FACILITIES INVENTORY

IAC/PSCP FORM 101.1

LEA: _____ DATE: _____

SCHOOL NAME & ADDRESS	GRADES	SRC	PRIOR FALL ENRLMT	% UTIL	ACREAGE	BUILDING DATA		PHYSICAL COND	COMMENTS
						DATE	SQ. FT.		

INSTRUCTIONS FOR COMPLETION OF FORM 101.1

1. Use this form to provide data on each facility operating as a school.

2. The utilization rate is established by comparing the State rated capacity to the prior Fall FTE enrollment and calculating the percentage of the building currently being utilized.

3. The Building Data column should provide information on the facility as it currently exists. Square footage for the original building and any additions should reflect deductions for any demolition. Provide the total square footage for each building listed.

4. In the Physical Condition column, enter a term (i.e., good, fair, etc.) which describes the building's general condition. Submit as an attachment an explanation or definition of the terms utilized.

5. Use the Comments column to offer any additional relevant information.

FTE ENROLLMENT PROJECTIONS BY GRADE

LEA: _____ DATE: _____

SCHOOL: _____

	ENROLLMENTS AS OF SEPTEMBER 30TH						
	ACTUAL	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 10
PRE-K							
KINDERGARTEN							
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
11th							
12th							
SP ED*							
TOTAL							

*If not included above.

This form should be used for county-wide and/or individual school projections by grade by year.

The "Actual" column is for the actual enrollments the previous Fall. The remaining columns are the projected enrollments for the next five years and the tenth year. The 10th year is optional for individual school projections.

FACILITY NEEDS SUMMARY

IAC/PSCP FORM 101.3

LEA: _____ DATE: _____

EXISTING AND/OR PROPOSED SCHOOL	TYPE OF PROJECT	GRADES	SRC	ENROLLMENTS		JUSTIFICATION FOR PROJECT	PLANNING REQUEST YEAR
				Actual	5th Year Proj.		

REQUEST FOR APPROVAL OF PLANNING

FY _____ PAGE: 1 IAC/PSCP FORM 102.1

LEA: _____ PRIORITY: _____ DATE: _____

PROJECT TITLE: _____ LOCATION: _____

PROJECT TYPE: ___ NEW ___ ADDITION ___ RENOVATION ___ REPLACEMENT

SCHOOL NUMBER: _____ GRADES: _____ SRC: _____

SITE: Acreage: _____ IAC Approved: _____

FTE ENROLLMENTS:

Actual:	_____	Projected:	_____	_____	_____	_____	_____
Year:	_____		_____	_____	_____	_____	_____

EXISTING FACILITY: ☐ Renovated ☐ ☐ Demolished ☐

	Gross Sq. Ft.	Date	Gross Sq. Ft.	Date	Gross Sq. Ft.	Date	Total
Original	_____	_____	_____	_____	_____	_____	_____
Addition	_____	_____	_____	_____	_____	_____	_____
Addition	_____	_____	_____	_____	_____	_____	_____
Addition	_____	_____	_____	_____	_____	_____	_____
Addition	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____

PROPOSED SCOPE:

State Scope Requested: SRC: _____ Design Capacity: _____

Square Footage: New _____ Addition _____ Renovation _____ Demolition _____

LEA Scope: SRC: _____ Design Capacity: _____

Square Footage: New _____ Addition _____ Renovation _____ Demolition _____

REQUEST FOR APPROVAL OF PLANNING

FY _____ PAGE: 2 IAC/PSCP FORM 102.1

LEA: _____ PRIORITY: _____ DATE: _____

PROJECT TITLE: _____ LOCATION: _____

ADJACENT SCHOOLS:	YEAR →						
	SRC	Actual Enrollment	FTE	FTE	FTE	FTE	FTE

DESCRIPTION & JUSTIFICATION: _____

_____

_____

_____

_____

BUDGET:	Total Estimated Project Budget	Non-PSCP Funds	Tentative Maximum State Budget
Construction	$	$	$
Site Development	$	$	$
Contingency	$	$	$
Other	$	$	$
Total	$	$	$

ANTICIPATED: Construction Funding FY _____ Bid Date: _____ Occupancy Date: _____

REQUEST FOR APPROVAL OF FUNDING

FY _____ PAGE: 1 IAC/PSCP FORM 102.2

LEA: _____ PRIORITY: _____ DATE: _____

PROJECT TITLE: _____ LOCATION: _____

PROJECT TYPE: ___ NEW ___ ADDITION ___ RENOVATION ___ REPLACEMENT

___ SYSTEMIC RENOVATION ___ RELOCATABLES

SCHOOL NUMBER: _____ GRADES: _____ SRC: _____ PSC NO: _____

SITE: Acreage: _____ IAC Approved: _____

FTE ENROLLMENTS:

Actual: _____ Projected: _____ _____ _____ _____ _____

Year: _____ _____ _____ _____ _____ _____

PROPOSED SCOPE:

State Scope Approved: FY: _____ SRC: _____ Design Capacity: _____

Square Footage: New _____ Addition _____ Renovation _____ Demolition _____

LEA Scope: SRC: _____ Design Capacity: _____

Square Footage: New _____ Addition _____ Renovation _____ Demolition _____

DESCRIPTION & JUSTIFICATION: _____

_____

_____

_____

_____

_____

_____

REQUEST FOR APPROVAL OF FUNDING

FY _____ PAGE: 2 IAC/PSCP FORM 102.2

LEA: _____ PRIORITY: _____ DATE: _____

PROJECT TITLE: _____ LOCATION: _____

ADJACENT SCHOOLS:	YEAR →						
	SRC	Actual Enrollment	FTE	FTE	FTE	FTE	FTE

BUDGET:	Total Estimated Project Budget	Non-PSCP Funds	Tentative Maximum State Budget
Construction	$	$	$
Site Development	$	$	$
Contingency	$	$	$
Other	$	$	$
Total	$	$	$

ANTICIPATED: Bid Date: _____ Occupancy Date: _____

FUTURE PROJECT REQUEST

LEA: _____

DATE: _____ FISCAL YEAR: _____

PROJECT TYPE: ☐ PLANNING ☐ SYSTEMIC RENOVATION

PROJECT TITLE: _____

LOCATION: _____

DESCRIPTION:

PROPOSED STATE DESIGN CAPACITY:	GRADES:
REQUEST APPROVAL FOR PLANNING: FY	FUNDING: FY
ESTIMATED COST TO STATE: $	LEA: $

PROJECT JUSTIFICATION (Include FTE enrollment projections):

SUMMARY OF CURRENT AND FUTURE PROJECT REQUESTS

IAC/PSCP FORM 102.4

LEA: _____ DATE: _____

PRI	PROJECT TITLE	TOTAL EST COST	NON-PSCP FUNDS	CURRENT REQUESTS	EXPECTED FIVE-YEAR PROGRAM REQUESTS (enter fiscal year below)				
	TOTAL (Last page only)								

STATUS OF PREVIOUSLY APPROVED PROJECTS

LEA: _____

DATE: _____

PROJECT TITLE and PSC No.	MONTH and YEAR OF APPROVAL					PERCENT COMPLETED/ DATE OCCUPIED
	BPW	SD	DD	CD	CONTRACT	

STATUS OF STATE-OWNED RELOCATABLES

IAC/PSCP FORM 102.6

LEA: _____ DATE: _____ PAGE

SCHOOL	BUILDING NUMBER	MFR/ CLRM	PURPOSE	DATE SITED	DATE AVAILABLE	PROJECT STATUS

The Public School Construction Program will provide the LEA with the information for columns 1-6. Information for the last column, "Project Status", should be provided by the LEA. Comments on the purpose for which the installation was made and on the availability should be included if different from the information shown in columns 4 & 6. The completed form should be included with the capital improvement program submittal.

IAC/PSCP FORM 103.1

RECORD OF ARCHITECT/ENGINEER

LEA: _____ DATE: _____

The Board of Education/School Commissioners has selected and contracted with the individual/firm named herein to prepare the documents for the project referenced below and on the basis indicated. State Public School Construction participation in funding for construction is anticipated. A copy of the executed agreement between the Owner and Architect/Engineer is attached for the Interagency Committee's records.

PROJECT TITLE: _____

LOCATION: _____

ARCHITECT/ENGINEER FIRM: _____

PRINCIPAL ARCHITECT: _____

ADDRESS OF FIRM: Street _____

City _____ State _____ Zip _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

MARYLAND REGISTRATION No. _____ PSC No. _____

TYPE OF SERVICE PROVIDED
(Mark appropriate boxes)

	Architectural Design		Engineering Design		Feasibility Study
	Other (Please specify):				

IAC Planning Approval: FY _____ Amount of Fee: $ _____

Date of A/E Agreement: _____ Fee Basis: _____

Construction Cost Budget: $ _____

NAMES OF CONSULTING PROFESSIONALS AND THEIR MARYLAND REGISTRATION NUMBERS

(Firm)	(Name)	(Number)

Remarks:

_____
Signature of LEA Representative

SITE ANALYSIS REPORT

LEA: _____ DATE: _____

1. GENERAL INFORMATION ABOUT THE SITE

(a) The site is _____ acres, for use as the site of the _____ School, expected to open in Fall of the year _____.

(b) It is first choice among _____ evaluated and is expected to cost approximately $ _____.

(c) The tract is named or known as _____ and is presently owned by _____.

(d) Location: _____
_____

(e) It is most accessible from _____

(f) It is planned that the school to be on this site will accommodate _____ students in grades _____ and will have a design capacity of _____.

(g) The Board of Education approved this site on _____, subject to State approval.

(h) The Board of Education holds an option or a contract of sale. Or, is condemnation to be required? Please explain. _____
_____

2. GEOGRAPHICAL SUITABILITY

(a) Location relative to students to be served _____
_____

(b) Describe adequacy of paved roads serving the site. _____
_____

(c) How close is fire protection? _____

(d) What potential highway developments may encroach on the site? _____
_____

(e) Is adequate electric service available? _____

(f) How close is public water service available? _____

Will a water well be necessary? _____

(g) Is natural gas available? _____

(h) How close is public sewer service available? _____

Is there sufficient sewer capacity available? _____

Will an on-site sewage disposal system be needed? _____

Will the site accommodate an adequate disposal system? _____

(i) Will State or federal grant funds be sought for the construction of sewer or water facilities to this site? _____

(j) What storm water management or sediment control measures could be required?
_____
_____
_____

3. PHYSICAL SUITABILITY

(a) How many acres are:
Deemed usable? _____ Planned for development? _____

(b) What demolition/clearing will be involved? _____
_____
_____

(c) To what extent are rock outcroppings, mineral or air rights, and fill/borrow involved for the intended use of the site? _____
_____
_____
_____

(d) Comment on the convenience and safety of pedestrian and vehicular access. _____
_____
_____

(e) Comment on the availability of public transportation. _____
_____
_____

(f) Comment on the match of the probable elevation of school's lowest floors with sewer and drainage invert elevations. _____
_____
_____

(g) Are there any historic structures on the site or is the site in or adjacent to an historic area? _____
_____

4. POTENTIAL ENVIRONMENTAL CONSTRAINTS

Please cite source of information for the data in this section. If more than one, list all.

(a) Is any portion of the site within the 100 year flood plain or in an area of potential flooding? _____ If so, please attach a drawing of the site showing the location of the flood plain and citing your source of information. Include map numbers and dates. Describe on an attached page (1) why the site is still desirable and (2) what steps will be taken (e.g., construct building away from flood area, flood control measures) to deal with the existence of this flood plain.

(b) What is the drainage area (acres) to this site? _____

(c) Are there tidal or nontidal wetlands on or adjacent to the site? _____
_____

(d) Are there steep slopes on the site? If so, what percent? _____

(e) Is there prime agricultural land on the site? _____

(f) Has the site been characterized as having significant mineral resources?
_____

(g) What is the extent and character of forested land on the site? _____
_____

(h) Will the proposed use of the site require access across or affect the use of a public recreation area, park, forest, wildlife management area or scenic river?
_____

(i) Are any rare, threatened or endangered species of plant or animal known to exist on or near the site? _____

(j) Are there colonial waterbird nesting areas or waterfowl staging/feeding areas on or near the site? _____

(k) Are there any waterways on the site? _____

(l) Are there hydric soils on the site? _____

(m) Is any part of the site in the Chesapeake Bay Critical Area? _____
_____

5. PLANNING/ZONING SUITABILITY

(a) The zoning of the site is _____. Is rezoning required to enable this site to be used as a public school site? _____

(b) Does this location of a school conform to the local government (county/municipality) comprehensive plan? _____

_____

What is the current land use classification of the site as found in the latest adopted comprehensive plan? _____

_____

Is the site in a designated growth area? _____

(c) What shared uses are contemplated for this facility/site? _____

_____

(d) What easements or rights-of-way involve the site? _____

_____

(e) What acreage of adjacent land is available for public/school use? _____

_____

(f) What off-site work is needed to allow this site to properly fulfill its intended use?

_____

(g) Are there land uses nearby that are incompatible with the use of this property as a public school site? _____ If so, what are they? _____

_____

6. CONCLUSION

(a) What makes this site better than the others considered? _____

_____

_____

(b) Should additional information be required please contact _____ at _____

IAC and State Superintendent's approval or confirmation of the above described site requested.

_____

Superintendent of Schools / Date

7. ATTACHMENTS

This form should be used to obtain initial approval of a site or confirmation of previous approval. The following attachments must be submitted with this completed form.

(1) Small scale location/vicinity map showing land use designation of the site and surrounding area as specified in the County Comprehensive Plan.

(2) Test borings report.

(3) Site plan, showing metes and bounds, topography, flood plains and nontidal wetlands, easements and rights-of-way affecting property, sewer and water, gas and electricity service, sidewalks, storm drains, swales and general features of land abutting property including existing and/or proposed street layout. Indicate on the site plan the probable location of the school building, parking, and play fields

(4) A letter from the LEA Superintendent indicating Board of Education approval of the site.

(5) Letters from appropriate city, county, and State highway departments should be attached indicating whether any existing or planned street, road, or highway project will encroach upon the site proposed to be acquired. State Highway Administration representatives are available to provide advice as to possible conflicting highway plans and on questions of entrance design, location, site distance, for both existing and proposed new sites. consultation with them is recommended.

Address: Chief, Bureau of Engineering Access Permits
State Highway Administration
Post Office Box 717
Baltimore, Maryland 21203

(6) A letter should be enclosed from the appropriate authority administering the local public or private sewage system stating that the system will have sufficient capacity to accommodate a future school.

(7) A letter from the Maryland Department of the Environment should be enclosed. The Department's review coordinator will determine which of the following Administrations within the Department need to review the site: Water Management, Sediment and Stormwater, Hazardous and Solid Waste, Air Management and Toxics, Environmental Science and Health. Include any comments they have made pertaining to the site.

Address: Secretary
Maryland Department of the Environment
2500 Broening Highway
Baltimore, Maryland 21224

(8) A letter from the local planning commission or director should be enclosed. This letter should state whether the site is consistent with the area's master land use plan. Other comments may be included as necessary.

(9) Submit an Environmental Assessment Form (EAF) which is used to assist the LEA in determining the natural and socio-economic environmental impact.

(10) A letter from the Power Plant and Environmental Review Division of the Department of Natural Resources indicating DNR has reviewed the submittal. This Division will coordinate the review for all appropriate divisions in DNR. Include any comments they have made pertaining to the site.

Address: Power Plant & Environmental Review Division
Department of Natural Resources
Tawes State Office Building
58 Taylor Avenue
Annapolis, Maryland 21401

(11) A letter from the Maryland Historical Trust stating they have reviewed the site for its effect to historical properties including archaeological resources.

Address: Maryland Historical Trust
Office of Preservation Services Review and Compliance
100 Community Place
Crownsville, Maryland 21032-2023

ENVIRONMENTAL ASSESSMENT FORM (EAF)

The Maryland Environmental Policy Act requires that each request for State appropriations which will alter the quality of air, land or water resources be assessed for its effect on the environment. This form will assist in that determination.

New school, addition, or renovation projects approved for planning must have a complete EAF submitted to the Public School Construction Program. Some projects which received construction funding only may also be subject to this requirement.

LEA: _____ DATE: _____

PROJECT TITLE: _____

LOCATION/ADDRESS: _____

Include 8½ x 11 location map with site marked

CONTACT PERSON: _____ PHONE #: _____

Anticipated Dates: Commencement: _____ Completion: _____

Estimated Cost: $ _____

I. BASIC INFORMATION

A. Brief description of the proposed project. _____

_____

_____

_____

B. Site

1. Site approved by BOE (date) _____ by IAC _____
2. Acquired by LEA (date) _____
3. Size of site _____
4. Land use designation for the site as found in the local comprehensive plan

_____

5. Current zoning of the area _____
6. Current water/sewage designation for the site and surrounding area

_____

_____

7. Describe any Federal, State or local restrictions which would impact on the development of this project.

_____

_____

_____

_____

_____

ENVIRONMENTAL ASSESSMENT FORM (EAF)

II. ASSESSMENT OF SIGNIFICANT ENVIRONMENTAL EFFECTS

Instructions: Each question must be answered by placing a check in the appropriate columns. If the answer is "yes", attach a brief statement of explanation or comment. if the answer is unknown provide comments as well.

	YES	NO
A. Land Use and Planning Considerations		
1. Will the project be within the 100-year flood plain?	_____	_____
2. Will the project require a permit for dredging, filling, draining or alteration of a tidal or nontidal wetland?	_____	_____
3. Will the project be constructed on a site with slopes exceeding 25%?	_____	_____
4. Will the project require a grading plan or a sediment control permit?	_____	_____
5. Will the project affect the use of a public recreation area, park, forest wildlife management area, scenic river or wildland?	_____	_____
6. Will the project affect the use of any natural or manmade features that are unique to the county, state or nation?	_____	_____
7. Will the project adversely affect adjacent existing planned land uses?	_____	_____
B. Water Considerations		
1. Will the project require a permit for the change of the course, current, or cross-section of a stream or other body of water?	_____	_____
2. Will the project change the overland flow or storm water or reduce the absorption capacity of the ground?	_____	_____
3. Will the project require a permit for the drilling of a water well?	_____	_____
4. Will the project require a permit for water appropriation?	_____	_____
5. Will the project require the construction of a water conveyance system?	_____	_____
6. Will the project require a permit for the construction and operation of facilities for sewage treatment and/or land disposal of liquid waste derivatives?	_____	_____
7. Will the project result in any discharge into surface or subsurface water?	_____	_____
If so, will the discharge affect ambient water quality parameters and/or require a discharge permit?	_____	_____

ENVIRONMENTAL ASSESSMENT FORM (EAF)

	YES	NO
C. Air Consideration		
1. Will the project result in any discharge into the air?	_____	_____
If so, will the discharge affect ambient air quality parameters or produce a disagreeable odor?	_____	_____
2. Will the project generate additional noise which differs in character or level from present conditions?	_____	_____
3. Will the project preclude future use of related air space?	_____	_____
4. Will the project generate any radiological, electrical, magnetic, or light influences?	_____	_____
D. Plants and Animals		
1. Will the project cause the disturbance, reduction or loss of the habitat of any rare, unique, endangered, threatened or valuable plant or animal species?	_____	_____
2. Will the project result in the significant reduction or loss of any fish or wildlife habitats?	_____	_____
3. Will the project require a permit for the use of pesticides, herbicides or other biological, chemical or radiological control agents?	_____	_____
4. Will the project require the removal or damage to any forested cover?	_____	_____
E. Socio-Economic		
1. Will the project result in a preemption or division or properties or impair their economic use?	_____	_____
2. Will the project cause relocation of activities, or structures or result in a change in the population density or distribution?	_____	_____
3. Will the project affect traffic flow and volume?	_____	_____

F. General Statement of Conclusions:

_____

_____

_____

_____

_____

_____

_____

_____

_____

SCHEMATIC DESIGN SUBMISSION

LEA: _____

DATE: _____

This form shall be used to transmit a schematic design submission, including attachments.

PROJECT DESCRIPTION

PROJECT TITLE: PSC NUMBER:

TYPE OF SCHOOL (mark applicable boxes) TYPE OF PROJECT

☐	Elementary	☐	New school
☐	Middle/Junior high	☐	Addition to existing school
☐	Senior high	☐	Renovation to existing school
☐	Other (describe below)	☐	Other (describe below)

Date of site approval by the IAC:

Date of Educational Specifications review:

State Design Capacity:

SUMMARY OF SPACE

(In Square Feet)

Maximum State allocation: _____

Total net programmed area: _____

Total unprogrammed area: _____

Total gross area: _____

Additional square feet at 100% local expense: _____

ARCHITECT/ENGINEER FIRM

Name:

Street Address:

City, State & Zip: Project Architect:

Telephone: Fax Number:

THIS SUBMISSION INCLUDES

(Submit two copies)

☐	Location/Vicinity map	☐	Sections
☐	Floor plan(s)	☐	Project schedule
☐	Elevations	☐	Narrative description of site & bldg systems
☐	Probable cost statement	☐	Amendments to educational specifications
☐	Site plan	☐	Other (describe)

Request is hereby made for the approval of the schematic design submitted and for authority to proceed with the design development documents.

_____

Signature of LEA representative

DESIGN DEVELOPMENT DOCUMENT SUBMISSION

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

Architect/Engineer: _____

Date of Approval of Schematic Design by Interagency Committee: _____

Do the design development documents submitted herewith follow the concept of the schematic design?

☐ YES ☐ NO

If "NO", list changes: _____

_____

_____

_____

_____

The following items are included with this submission:
(Submit three copies as directed)

☐	Narrative Descriptions	☐	Electrical Calculations
☐	Outline Specifications	☐	Electrical Power Requirements
☐	Site & Civil Drawings	☐	Mechanical Calculations
☐	Architectural Drawings	☐	Energy Consumption Certification Letter
☐	Structural Drawings	☐	Life Cycle Cost Analysis
☐	Mechanical & Plumbing Drawings	☐	Life Cycle Cost Analysis Summary (Form 302.2)
☐	Electrical Drawings	☐	Design Development Document Analysis (302.3)
☐	Listing of Alternates	☐	Cost Estimate Summary & Worksheet (302.4)
☐	Geotechnical Report	☐	Other (describe)

NOTE: EACH ITEM MUST RELECT DATE OF ISSUE.

I hereby request that these design development documents be reviewed and approved as submitted.

_____
Signature of LEA Representative

LIFE CYCLE COST ANALYSIS SUMMARY

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

BRIEFLY DESCRIBE EACH OF THE FOLLOWING:

1. Wall Envelope Insulation Value: _____

2. Roof Insulation Value: _____

3. Electric Service: _____

4. Heating System: _____

5. Window Type: _____

6. Ventilation System: _____

7. Air Conditioning System: _____

NOTE: ATTACH LIFE CYCLE COST STUDIES TO SUBSTANTIATE SELECTIONS AS DESIGNATED ABOVE.

_____

Signature of Architect/Engineer

DESIGN DEVELOPMENT DOCUMENT ANALYSIS

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

SCHEDULE	DATE		
D.D.'s approved by LEA		Design Capacity:	
C.D.'s to be approved by LEA		Site Developed:	
C.D.'s to be submitted to IAC		Total Site:	
Advertise for Bid		Air Conditioned:	%
Contract Award		Sprinklered:	___ YES ___ NO
Completion			

GROSS SQUARE FEET		FUNDING BY SQUARE FEET STATE	LOCAL	TOTAL	CODES	
Existing Building					Building	
New/Add					Electrical	
Renovation					Mechanical	
Demolition					Plumbing	
Proposed Total					Energy	

PRELIMINARY CONSTRUCTION BUDGET

	STATE	LOCAL	TOTAL	A/E EST.
Building	$			
Site Development	$			
Total	$			

Items or portion of project to be funded by LEA only: _____

_____

_____

_____

_____

_____
Signature of LEA Representative

COST ESTIMATE SUMMARY

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

Cost Estimate for: ☐ Design Development ☐ Construction Document

Planned Bid Date _____ Existing wall perimeter _____

Design Capacity _____

Building Gross Area

New/Add _____

Renovation _____

Total _____

Acres of Site

Developed _____

Undeveloped _____

Total _____

General building description (number of stories, type of construction, etc.): _____

C.S.I. DIV	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
1	GENERAL CONDITIONS			
2	SITE WORK			
3	CONCRETE			
4	MASONRY			
5	METALS			
6	WOOD & PLASTICS			
7	THERMAL & MOISTURE PROTECTION			
8	DOORS & WINDOWS			
9	FINISHES			
10	SPECIALTIES			
11	EQUIPMENT, BUILT-IN			
12	FURNISHINGS, BUILT-IN			
13	SPECIAL CONSTRUCTION			
14	CONVEYING SYSTEMS			
15	MECHANICAL			
16	ELECTRICAL			
	TOTAL			

COST ESTIMATE SUMMARY

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

AREAS AT STAGES	NEW SQ. FT.	RENOVATED SQ. FT.	FINAL SQ. FT.
EDUCATIONAL SPECIFICATIONS			
SCHEMATIC DESIGN			
DESIGN DOCUMENTS			
CONSTRUCTION DOCUMENTS			
COST PER SQ. FT.			

Percent Inflation _____ and percent Contingency _____ of costs reported on page 1.

Ineligible areas included (square feet): _____

Energy Index (BTU's/Sq. Ft./Year): _____

Local construction funds to be available: _____ and cover costs of items identified below:
(month/year)

Ineligible Areas: _____

_____

Off-Site Work: _____

_____

Alternates: _____

_____

_____

Indicate and list costs of the following:

☐ Permits $ _____ ☐ Water Connections $ _____

☐ Insurance $ _____ ☐ Sewer Connections $ _____

Cost estimated or confirmed by project architect and accepted by Board of Education.

_____ _____

Signature of Architect/Engineer 185 Signature of LEA representative

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
DIV 1	**GENERAL CONDITIONS**			
DIV 2	**SITE WORK**			
02050	Demolition			
02110	Clearing			
02140	Dewatering			
02210	Site Grading			
02220	Excavation & Backfilling			
02270	Erosion Control			
02360	Pilings			
02370	Caissons			
02444	Fences			
02450	Roads & Walks			
	Curbs			
	Gutters			
	Parking			
02460	Play Fields & Equipment			
02461	Playground Equipment			
02485	Lawns			
02491	Trees			
02492	Shrubs			
02513	Asphalt Paving			
02515	Concrete Paving			
02600	Site Utilities to 10' of building			
	Water			
	Sewer			
	Storm			
	Gas			
02800	Site Improvements			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
02900	Landscape			
	Other			
	Total Site Work			
DIV 3	**CONCRETE**			
03100	Formwork			
03200	Reinforcement			
03250	Accessories			
03300	Cast-in-place			
03310	Structural Concrete			
	Piers			
	Grade Beams			
	Footings			
	Slab on Grade			
	Water Stops			
	Concrete Stairs			
03400	Pre-cast Structural			
03450	Pre-cast Architectural			
03500	Cementitious Decks			
	Other			
	Total Concrete			
DIV 4	**MASONRY**			
04100	Mortar			
04210	Brick Masonry			
04213	Structural Glazed Tile Masonry			
04220	Concrete Unit Masonry			
04270	Glass Unit Masonry			
04400	Stone			
	Other			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
	Total Masonry			
DIV 5	**METALS**			
05120	Structural Steel			
05210	Steel Joists			
05311	Steel Deck			
05400	Cold-formed Metal Framing			
05510	Metal Stairs			
05520	Handrails & Railings			
05530	Gratings			
05700	Ornamental Metal			
	Other			
	Total Metals			
DIV 6	**WOOD & PLASTICS**			
06100	Rough Carpentry			
06200	Finish Carpentry			
06400	Architectural Woodwork			
06600	Plastic Fabrications			
	Other			
	Total Wood & Plastics			
DIV 7	**THERMAL & MOISTURE PROTECTION**			
07100	Waterproofing			
	Walls			
	Slabs			
07150	Dampproofing			
07210	Building Insulation			
07240	E.I.F.S.			
07250	Fireproofing			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
07300	Shingles & Roofing Tiles			
07400	Pre-formed Roofing & Siding			
07412	Metal Roofing			
07500	Membrane Roofing			
07510	Built-up Roofing			
07600	Flashing & Sheet Metal			
07810	Skylights			
07900	Sealants			
	Other			
	Total Thermal & Moisture Protection			
DIV 8	**DOORS & WINDOWS**			
08100	Metal Doors & Frames			
08210	Wood Doors			
08331	Overhead Doors			
08350	Folding Doors			
08400	Entrances & Storefronts			
08500	Metal Windows			
08700	Hardware			
08800	Glazing			
08900	Glazed Curtain Walls			
	Other			
	Total Doors & Windows			
DIV 9	**FINISHES**			
09100	Metal Support Systems			
09200	Lath & Plaster			
09250	Gypsum Board			
09310	Ceramic Tile			
09330	Quarry Tile			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
09400	Terrazzo			
09510	Acoustical Ceilings			
09511	Acoustical Panels			
09550	Wood Flooring			
09650	Resilient Flooring			
09680	Carpet			
09800	Special Coatings			
09900	Painting			
09950	Wall Coverings			
	Other			
	Total Finishes			
DIV 10	SPECIALTIES			
10100	Chalkboards, Tackboards			
10160	Toilet Partitions & Accessories			
10200	Louvers & Vents			
10270	Access Flooring			
10350	Flagpoles			
10420	Plaques			
10440	Signs			
10500	Lockers			
10521	Fire Extinguishers			
10522	Fire Extinguisher Cabinets			
10523	Fire Blankets			
10610	Demountable Partitions			
10620	Folding Partitions			
10624	Folding Gates			
10671	Metal Shelving	190		
10673	Wire Shelving			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
10800	Toilet & Bath Accessories			
	Other			
	Total Specialties			
DIV 11	EQUIPMENT			
11050	Book Theft Protection			
11061	Stage Rigging			
11062	Stage Curtains			
11065	Portable Stages, Risers			
11132	Projection Screens			
11172	Waste Compactors			
11400	Food Service Equipment			
11450	Residential Equipment			
11460	Unit Kitchens			
11481	Scoreboards			
11486	Gymnasium Equipment			
11501	Paint Spray Booths			
	Other			
	Total Equipment			
DIV 12	FURNISHINGS			
12301	Metal Casework			
12302	Wood Casework			
12510	Blinds & Shades			
12710	Auditorium Seating			
12760	Telescoping Bleachers			
	Other			
	Total Furnishings			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
DIV 13	**SPECIAL CONSTRUCTION**			
13123	Greenhouses			
13125	Grandstands & Bleachers			
13151	Swimming Pool			
13410	Liquid & Gas Storage Tanks			
13940	Building Automation Systems			
13970	Fire Supp./Supervisory System			
	Other			
	Total Special Construction			
DIV 14	**CONVEYING SYSTEMS**			
14200	Elevators			
14415	Wheelchair Lifts			
	Other			
	Total Conveying Systems			
DIV 15	**MECHANICAL**			
15250	Mechanical Insulation			
15300	Fire Protection			
15310	Fire Protection Piping			
15320	Fire Pumps			
15330	Wet Piped Sprinkler Systems			
	Other Fire Protection			
15400	Plumbing			
15406	Roof Drainage Systems			
15410	Plumbing Piping			
15424	Domestic Water Heaters			
15450	Plumbing Equipment			
15453	Water Distribution Pumps			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
15475	Pool & Fountain Equipment			
15480	Special Systems			
15481	Compressed Air Systems			
15488	Gas Piping System			
	Other Plumbing			
15550	Heat Generation			
15555	Boilers			
15575	Breechings/Chimneys/Stacks			
15590	Fuel Handling Systems			
	Other Heat Generation			
15650	Refrigeration			
15655	Compressors			
15670	Condensing Units			
15680	Water Chillers			
15710	Cooling Towers			
15730	Liquid Coolers			
15740	Condensers			
	Other Cooling			
15750	Heat Transfer			
15755	Heat Exchangers			
15770	Heat Pumps			
15780	Packaged Air Conditioning Units			
15790	Air Coils			
15830	Terminal Heat Transfer Units			
15845	Energy Recovery Units			
	Other Heat Transfer			
15850	Air Handling			
15855	Units and Coils			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
15870	Power Ventilators			
	Other Air Handling			
15880	Air Distribution			
15885	Air Cleaning Devices			
15890	Ductwork			
15930	Air Terminal Units			
15940	Air Outlets & Inlets			
	Other Air Distribution			
15950	Controls			
15955	Building Systems Controls			
15960	E. M. & C. Systems			
15970	Control Systems			
	Other Controls			
15990	Testing/Adjusting/Balancing			
	Total Mechanical			
DIV 16	**ELECTRICAL**			
16050	Basic Materials & Methods			
16110	Raceways			
16120	Wires & Cables			
16130	Boxes			
16140	Wiring Devices			
16160	Cabinets & Enclosures			
	Other Basic Electrical			
16400	Service & Distribution			
16420	Service Entrance			
16425	Switchboards			
16465	Bus Duct			
16470	Panelboards			

COST ESTIMATE WORKSHEET

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

C.S.I.	CATEGORY	ESTIMATED COST OF NEW CONSTRUCTION	ESTIMATED COST OF RENOVATION	TOTAL COST
	Other Service & Distribution			
16500	Lighting			
16501	Lamps			
16510	Interior Luminaries			
16520	Exterior Luminaries			
16535	Emergency Lighting			
16580	Theatrical Lighting			
	Other Lighting			
16600	Special Systems			
16620	Packaged Engine Gen. System			
16670	Lightning Protection System			
	Other Special Systems			
16700	Communications			
16720	Alarm & Detection Systems			
16730	Clock & Program Systems			
16740	Voice & Data Systems			
16741	Telephone Distribution System			
16760	Intercom System			
16770	P.A. & Music System			
16780	T.V. System			
16785	Satellite Systems			
	Other Communications			
16900	Controls			
	Total Electrical			
	TOTAL			

CONSTRUCTION DOCUMENT SUBMISSION

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

Previous titles used for this project: _____

Architect/Engineer: _____

Date of approval of D.D.'s by the Interagency Committee: _____

Do the construction documents submitted follow the concept of the design development documents?

☐ YES ☐ NO

If "NO", list changes: _____

_____

_____

_____

_____

The following items are included with this submission:
(Submit three copies as directed)

☐	Specifications
☐	Drawings
☐	Updated Electrical Calculations
☐	Updated Electrical Power Requirements
☐	Updated Mechanical Calculations
☐	Construction Document Analysis (Form 303.2)
☐	Updated Cost Estimate Summary & Worksheet (Form 302.4)
☐	Other (describe)

NOTE: EACH ITEM MUST REFLECT DATE OF ISSUE.

I hereby request that these construction documents be reviewed and approved as submitted.

_____
Signature of LEA Representative

CONSTRUCTION DOCUMENT ANALYSIS

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

SCHEDULE	DATE		
D.D.'s approved by IAC		Design Capacity:	
C.D.'s approved by LEA		Site Developed:	
Advertise for Bid		Total Site:	
Contract Award		Air Conditioned:	%
Completion		Sprinklered:	___ YES ___ NO

GROSS SQUARE FEET		FUNDING BY SQUARE FEET STATE	LOCAL	TOTAL	CODES	
Existing Building					Building	
New/Add					Electrical	
Renovation					Mechanical	
Demolition					Plumbing	
Proposed Total					Energy	

MAXIMUM CONSTRUCTION ALLOCATION

	STATE	LOCAL	TOTAL	A/E EST.
Building	$			
Site Development	$			
Total	$			

ALTERNATES	STATE	LOCAL
1.		
2.		
3.		
4.		
5.		
6.		

_____
Signature of LEA Representative

IAC/PSCP FORM 303.3

APPROVAL OF CONSTRUCTION CONTRACT AWARD

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

FUNDS AVAILABLE

Total State Allocation	$ _____
Local Funds	$ _____
Other*	$ _____
TOTAL	$ _____

CONTRACT SCOPE

New Sq. Ft.	_____
Reno Sq. Ft.	_____
Demo Sq. Ft.	_____

PROPOSED CONTRACT AWARD

Date of bid opening _____

	STATE	LOCAL	TOTAL
Building/Site	$ _____	$ _____	$ _____
Other*	$ _____	$ _____	$ _____
Total Contract	$ _____	$ _____	$ _____
Contingency	$ _____	$ _____	$ _____
Total Project	$ _____	$ _____	$ _____

*Source of Other Funds: _____

Recommendation is for the acceptance of the BASE BID and alternates (list alternates in boxes)

as submitted by _____

for the total amount of $ _____ .

REQUIRED ATTACHMENTS:

Copy of bid package submitted by low bidder
Minority Business Enterprise information
Brief description of alternates
Copy of bid tabulation

198 _____

Signature of LEA Representative

OWNER/CONTRACTOR AGREEMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

Complete this form in single copy and use as transmittal letter for agreement between owner and contractor.

Date of Interagency Committee approval of contract award: _____

State funds approved: $ _____

Local funds approved: $ _____

Total amount of approved contract: $ _____

Indicate material submitted:

____ Signed Contract

____ Performance Bond

____ Labor & Material Bond

____ Other (Identify) _____

____ Other (Identify) _____

____ Other (Identify) _____

I hereby submit to the Interagency Committee the enclosed agreement for filing to substantiate future cash payments when requested on this local education agency's Monthly Financial Report, IAC/PSCP Form 306.3.

_____
Signature

IAC/PSCP FORM 305.1

CHANGE ORDERS

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

Original State contingency allocation: $ _____

Change Orders previously submitted: 1 thru _____

Change Order No.	Brief Description	Amount ($)

I hereby request approval of the change order as described herein.

BEST COPY AVAILABLE

Architect's Signature / Date

Signature of LEA Representative / Date

INSTRUCTIONS FOR COMPLETION OF FORM 305.1

1. All amounts shall be rounded to the nearest whole dollar.

2. One copy of all change orders issued for a project must be submitted to PSCP at the same time of issue to the contractor.

3. Use a separate form for each project. Do not enter change orders for more than one project on any single form. However, more than one change order for any one project may be submitted on a single form.

4. Include with the change order submission a letter from the architect recommending his approval of all change orders listed.

5. Include sufficient documentation to allow determination of State funding.

NOTE: Copy on WHITE paper.

LEA REQUEST FOR PAYMENT TO CONTRACTOR

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LEA VOUCHER NO. _____

PAYEE NAME: _____

PAYEE ADDRESS: _____

_____

_____

TAX ID NUMBER: _____

Invoice Number	Invoice Date	Amount
	Total	

I hereby certify that the invoices reflected on this listing have been approved for payment by all local responsible persons, are for a project previously approved by the State Board of Public Works for funding under the Public School Construction Program, are applicable to contractual agreements approved by the Interagency Committee on School Construction, and have not been previously submitted for payment.

_____

Signature of LEA Representative

REQUEST FOR REIMBURSEMENT TO LEA

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

MAIL PAYMENT TO THE FOLLOWING ADDRESS:

_____

_____

_____

_____

TAX ID NUMBER: _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING INVOICES:

CONTRACTOR	INVOICE NUMBER	INVOICE DATE	DATE PAID	AMOUNT
TOTAL				

NOTE: ATTACH COPY OF CANCELED CHECK(S).

I hereby certify that this reimbursement request represents invoices that have been approved for payment by all local responsible persons, is for a project previously approved by the State Board of Public Works for funding under the Public School Construction Program, is applicable to contractual agreements approved by the Interagency Committee on School Construction, has not been previously submitted for payment, and payment of this amount has been made by this Board of Education to the applicable vendor or contractor from funds other than tax exempt bond proceeds.

_____
Signature of LEA Representative

IAC/PSCP FORM 306.3

White

MONTHLY FINANCIAL REPORT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

CASH SUMMARY for the Month/Year of _____

PSC Allocation $ _____ Total State Appv'd Contracts $ _____

Prior State Payments/Reimbursements $ _____

EXPENDITURES	PRIOR REPORTS	THIS REPORT	TOTAL TO DATE
Construction			
A/E Fees			
Related			
Total PSC Costs			
Local & Other			
Grand Total			

NOTE: ATTACH COPIES OF THE APPROVED CONSTRUCTION REQUISITIONS AND RELATED INVOICES.

I hereby certify that expenses shown on this report are correct, have not been previously submitted, have been approved for payment by all local responsible persons, are for a project previously approved by the State Board of Public Works for funding under the Public School Construction Program, and are applicable to contractual agreements approved by the Interagency Committee on School Construction.

STATE USE	Date	Initials
Accountant		
Recorded		

_____

Signature of LEA Representative

INSTRUCTIONS FOR COMPLETION OF FORM 306.3

1. All amounts shall be rounded to the nearest whole dollar.

2. PSC Allocation A separate monthly financial report should be prepared for each project by funding year. The Public School Construction allocation to be entered on the form is the current amount allocated for the project including formal adjustments approved in Interagency Committee minutes.

3. Total State Approved Contracts Show only the cumulative amount of contracts approved by the Interagency Committee. This includes construction contracts, change orders, architect fees, and related contracts. Refer to the "Approved Contracts" column on the monthly printout.

4. Expenditures

   A. Construction Expenditures made on the general contract (including site development and transportables). Include a copy of all current requisitions.

   B. A/E Fees Expenditures made to the architect for services. Include a copy of all current requisitions.

   C. Related Expenditures for systemic renovation costs. Include a copy of all current requisitions.

   D. Local & Other An amount of any invoice or requisition that does not fit in the above categories.

5. Signature This form must be signed by the LEA superintendent or his or her authorized representative.

NOTE: Copy on WHITE paper.

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I. DIV	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITNS	CURRENT PAYMENT DUE
			%	$		
1	GENERAL CONDITIONS					
2	SITE WORK					
3	CONCRETE					
4	MASONRY					
5	METALS					
6	WOOD & PLASTICS					
7	THERMAL & MOIST. PROTECTION					
8	DOORS & WINDOWS					
9	FINISHES					
10	SPECIALTIES					
11	EQUIPMENT, BUILT-IN					
12	FURNISHINGS, BUILT-IN					
13	SPECIAL CONSTRUCTION					
14	CONVEYING SYSTEMS					
15	MECHANICAL					
16	ELECTRICAL					
	TOTAL					
	CHANGE ORDERS					
	MATERIAL STORED					
	TOTAL ADJUSTED					
	LESS: RETAINAGE ____ %					
	TOTAL					

I certify the above estimates and that timely payments have been (except initial submission), and will be, made to suppliers and subcontractors on this project, as requisitioned payments are received, and in accordance with our contracts.

Name of Contractor Firm

Authorized Signature

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

NOTARIZATION

County _____, to wit:

I hereby certify that on this _____ day of _____ in the year of _____, before me, a Notary Public for said County, personally appeared _____ (name), and made oath in due form of law that he/she is _____ (title) of _____ (name of firm), and on behalf of said firm stated that the matters and facts set forth in the foregoing verification are true to the best of his/her knowledge, information and belief. He/she acknowledged that he/she executed the same purposes herein contained and that they had full authority to execute same.

As witness my hand and official seal:

_____
NOTARY PUBLIC

Reviewed and agreed justified to the best of my knowledge:

_____ _____
Architect Signature/Date Signature of LEA Representative/Date

Remarks:

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

MINORITY BUSINESS ENTERPRISE PARTICIPATION

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

ORG/ ADD	NAME OF MBE	TOTAL MBE CONTRACT	AMOUNT TO BE PAID THIS REQUISITION	PAID JULY 1, ___ to JUNE 30, ___	TOTAL PAID TO DATE
1	2	3	4	5	6
	TOTAL				

I certify that the figures and information presented above represent accurate and true statements, that timely payments have been and will be, made to suppliers and subcontractors on the project, as requisitioned payments are received, and in accordance with our contracts.

_____ Name of Contractor Firm

_____ Authorized Signature/Date

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
DIV 1	**GENERAL CONDITIONS**					
DIV 2	**SITE WORK**					
02050	Demolition					
02110	Clearing					
02140	Dewatering					
02210	Site Grading					
02220	Excavation & Backfilling					
02270	Erosion Control					
02360	Pilings					
02370	Caissons					
02444	Fences					
02450	Roads & Walks					
	Curbs					
	Gutters					
	Parking					
02460	Play Fields & Equipment					
02461	Playground Equipment					
02485	Lawns					
02491	Trees					
02492	Shrubs					
02513	Asphalt Paving					
02515	Concrete Paving					
02600	Site Utilities to 10' of bldg					
	Water					
	Sewer					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
	Storm					
	Gas					
02800	Site Improvements					
02900	Landscape					
	Other					
	Total Site Work					
DIV 3	**CONCRETE**					
03100	Formwork					
03200	Reinforcement					
03250	Accessories					
03300	Cast-in-place					
03310	Structural Concrete					
	Piers					
	Grade Beams					
	Footings					
	Slab on Grade					
	Water Stops					
	Concrete Stairs					
03400	Pre-cast Structural					
03450	Pre-cast Architectural					
03500	Cementitious Decks					
	Other					
	Total Concrete					
DIV 4	**MASONRY**					
04100	Mortar					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
04210	Brick Masonry					
04213	Structural Glazed Tile					
04220	Concrete Unit Masonry					
04270	Glass Unit Masonry					
04400	Stone					
	Other					
	Total Masonry					
DIV 5	**METALS**					
05120	Structural Steel					
05210	Steel Joists					
05311	Steel Deck					
05400	Cold-formed Metal Framing					
05510	Metal Stairs					
05520	Handrails & Railings					
05530	Gratings					
05700	Ornamental Metal					
	Other					
	Total Metals					
DIV 6	**WOOD & PLASTICS**					
06100	Rough Carpentry					
06200	Finish Carpentry					
06400	Architectural Woodwork					
06600	Plastic Fabrications					
	Other					
	Total Wood & Plastics					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
DIV 7	**THERMAL & MOISTURE PROTECTION**					
07100	Waterproofing					
	Walls					
	Slabs					
07150	Dampproofing					
07210	Building Insulation					
07240	E.I.F.S.					
07250	Fireproofing					
07300	Shingles & Roofing Tiles					
07400	Pre-formed Roofing & Siding					
07412	Metal Roofing					
07500	Membrane Roofing					
07510	Built-up Roofing					
07600	Flashing & Sheet Metal					
07810	Skylights					
07900	Sealants					
	Other					
	Total Thermal & Moist. Prot.					
DIV 8	**DOORS & WINDOWS**					
08100	Metal Doors & Frames					
08210	Wood Doors					
08331	Overhead Doors					
08350	Folding Doors					
08400	Entrances & Storefronts					
08500	Metal Windows					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
08700	Hardware					
08800	Glazing					
08900	Glazed Curtain Walls					
	Other					
	Total Doors & Windows					
DIV 9	**FINISHES**					
09100	Metal Support Systems					
09200	Lath & Plaster					
09250	Gypsum Board					
09310	Ceramic Tile					
09330	Quarry Tile					
09400	Terrazzo					
09510	Acoustical Ceilings					
09511	Acoustical Panels					
09550	Wood Flooring					
09650	Resilient Flooring					
09680	Carpet					
09800	Special Coatings					
09900	Painting					
09950	Wall Coverings					
	Other					
	Total Finishes					
DIV 10	**SPECIALTIES**					
10100	Chalkboards, Tackboards					
10160	Toilet Partitions & Access.					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
10200	Louvers & Vents					
10270	Access Flooring					
10350	Flagpoles					
10420	Plaques					
10440	Signs					
10500	Lockers					
10521	Fire Extinguishers					
10522	Fire Extinguisher Cabinets					
10523	Fire Blankets					
10610	Demountable Partitions					
10620	Folding Partitions					
10624	Folding Gates					
10671	Metal Shelving					
10673	Wire Shelving					
10800	Toilet & Bath Accessories					
	Other					
	Total Specialties					
DIV 11	**EQUIPMENT**					
11050	Book Theft Protection					
11061	Stage Rigging					
11062	Stage Curtains					
11065	Portable Stages, Risers					
11132	Projection Screens					
11172	Waste Compactors					
11400	Food Service Equipment					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
11450	Residential Equipment					
11460	Unit Kitchens					
11481	Scoreboards					
11486	Gymnasium Equipment					
11501	Paint Spray Booths					
	Other					
	Total Equipment					
DIV 12	**FURNISHINGS**					
12301	Metal Casework					
12302	Wood Casework					
12510	Blinds & Shades					
12710	Auditorium Seating					
12760	Telescoping Bleachers					
	Other					
	Total Furnishings					
DIV 13	**SPECIAL CONSTRUCTION**					
13123	Greenhouses					
13125	Grandstands & Bleachers					
13151	Swimming Pool					
13410	Liquid & Gas Storage Tanks					
13940	Building Automation System					
13970	Fire Supp./Supervisory Sys.					
	Other					
	Total Special Construction					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
DIV 14	**CONVEYING SYSTEMS**					
14200	Elevators					
14415	Wheelchair Lifts					
	Other					
	Total Conveying Systems					
DIV 15	**MECHANICAL**					
15250	Mechanical Insulation					
15300	Fire Protection					
15310	Fire Protection Piping					
15320	Fire Pumps					
15330	Wet Piped Sprinkler System					
15375	Standpipe and Hose System					
	Other Fire Protection					
15400	Plumbing					
15406	Roof Drainage Systems					
15410	Plumbing Piping					
15424	Domestic Water Heaters					
15450	Plumbing Equipment					
15453	Water Distribution Pumps					
15475	Pool & Fountain Equipment					
15480	Special Systems					
15481	Compressed Air Systems					
15488	Gas Piping System					
	Other Plumbing					
15550	Heat Generation					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
15555	Boilers					
15575	Breechings/Chimneys/Stacks					
15590	Fuel Handling Systems					
	Other Heat Generation					
15650	Refrigeration					
15655	Compressors					
15670	Condensing Units					
15680	Water Chillers					
15710	Cooling Towers					
15730	Liquid Coolers					
15740	Condensers					
	Other Cooling					
15750	Heat Transfer					
15755	Heat Exchangers					
15770	Heat Pumps					
15780	Pkgd Air Conditioning Units					
15790	Air Coils					
15830	Terminal Heat Transfer Units					
15845	Energy Recovery Units					
	Other Heat Transfer					
15850	Air Handling					
15855	Units and Coils					
15870	Power Ventilators					
	Other Air Handling					
15880	Air Distribution					
15885	Air Cleaning Devices					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
15890	Ductwork					
15930	Air Terminal Units					
15940	Air Outlets & Inlets					
	Other Air Distribution					
15950	Controls					
15955	Building Systems Controls					
15960	E. M. & C. Systems					
15970	Control Systems					
	Other Controls					
15990	Testing/Adjusting/Balancing					
	Total Mechanical					
DIV 16	**ELECTRICAL**					
16050	Basic Materials & Methods					
16110	Raceways					
16120	Wires & Cables					
16130	Boxes					
16140	Wiring Devices					
16160	Cabinets & Enclosures					
	Other Basic Electrical					
16400	Service & Distribution					
16420	Service Entrance					
16425	Switchboards					
16465	Bus Duct					
16470	Panelboards					
	Other Service & Distribution					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

C.S.I.	CATEGORY	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
16500	Lighting					
16501	Lamps					
16510	Interior Luminaries					
16520	Exterior Luminaries					
16535	Emergency Lighting					
16580	Theatrical Lighting					
	Other Lighting					
16600	Special Systems					
16620	Pkgd Engine Gen. System					
16670	Lightning Protection System					
	Other Special Systems					
16700	Communications					
16720	Alarm & Detection Systems					
16730	Clock & Program Systems					
16740	Voice & Data Systems					
16741	Telephone Dist. System					
16760	Intercom System					
16770	P.A. & Music System					
16780	T.V. System					
16785	Satellite Systems					
	Other Communications					
16900	Controls					
	Total Electrical					
	TOTAL					

STANDARD MONTHLY CONTRACTOR'S REQUISITION FOR PAYMENT

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

LOCATION: _____ REQ NO: _____

CHANGE ORDERS						
C/O NO.	BRIEF DESCRIPTION	TOTAL COST	COMPLETED TO DATE		PRIOR REQUISITIONS	CURRENT PAYMENT DUE
			%	$		
	TOTAL (Enter on Page 1)		220			

LEA: _____ PROJECT TITLE: _____

MATERIAL
Stored on Site

ITEM	DESCRIPTION	COST	PRIOR REQUISITIONS	CURRENT PAYMENT DUE
	TOTAL (Enter on Page 1)			

Additional information to be filed with Initial and Final Submissions Only

	COST
A. Foundations and Slab on Grade	$
B. Structural System	$
C. Exterior Walls	$
D. Interior Partitions	$
E. Ceilings	$
F. Floor Finishes	$
G. Lighting	$

Site size in acres: _____

Portion of site being developed in acres: _____

Size of school in gross square feet: _____

Construction start date: _____

INSTRUCTIONS FOR COMPLETION OF FORM 306.4, PAGE 3

1. Form 306.4, page 3 of 16 is to be completed and submitted each month during the duration of this contract until the project is 100% complete as part of the contractor's requisition for payment.

2. In column 1, indicate by entering "ORG" if the MBE listed in column 2 was identified prior to or at the time of contract award. Enter "ADD" if the MBE listed in column 2 was added after the award of contract.

3. In column 2, list the MBE firms that were identified on the MBE participation form submitted to the LEA. Then list any MBE firms that have been added since the award of contract.

4. In column 3, enter the amount of the MBE contract for construction work, supplies and/or materials. This number should be adjusted during the course of the contract for any change orders that effect the MBE contract.

5. In column 4, enter the amount that will be paid to the MBE firm after you receive payment for the LEA for this monthly requisition. This figure should not include any retainage that is to be paid at a later date.

6. In column 5, enter the total amount that has been paid to the MBE firm including the anticipated payment for this requisition during the fiscal year. In the column heading enter the connect dates for the current fiscal year.

7. In column 6, enter the total amount that has been paid to the MBE firm including the anticipated payment for this requisition since the award of contract.

IAC/PSCP FORM 306.5

Green

MONTHLY FINANCIAL REPORT SUMMARY

LEA: _____ DATE: _____

SUMMARY FY _____ ALLOCATION

CASH SUMMARY for the Month/Year of _____

PSC Allocation $ _____ Total State Appv'd Contracts $ _____

Prior State Payments/Reimbursements $ _____

EXPENDITURES	PRIOR REPORTS	THIS REPORT	TOTAL TO DATE
Construction			
A/E Fees			
Related			
Total PSC Costs			
Local & Other			
Grand Total			

NOTE: ATTACH FORM 306.3 "MONTHLY FINANCIAL REPORT".

I hereby certify that amounts reported herewith are correct, have not been previously submitted, have been approved for payment by all local responsible persons, are for projects previously approved by the State Board of Public Works for funding under the Public School Construction Program, and are applicable to contractual agreements approved by the Interagency Committee on School Construction.

STATE USE	Date	Initials
Accountant		

_____

Signature of LEA Representative

INSTRUCTIONS FOR COMPLETION OF FORM 306.5

1. All amounts shall be rounded to the nearest whole dollar.

2. PSC Allocation A separate monthly financial report summary shall be prepared for each fiscal year. The Public School Construction allocation to be entered on the form is the current amount allocated for all projects including formal adjustments approved in Interagency Committee minutes. Submit original copy of this summary to the Public School Construction finance office.

3. Total State Approved Contracts Show only the cumulative amounts of contracts approved by the Interagency Committee. This includes architect fees, construction contracts, change orders, related contracts, and equipment. Refer to the "Approved Contracts" column on the monthly printout.

4. Expenditures:

   A. Construction Contract Expenditures made on the general contract (including site development and transportables).

   B. A/E Fees Expenditures made to the architect for services.

   C. Related Expenditures for systemic renovation costs.

5. Signature This form must be signed by the LEA superintendent or his or her authorized representative.

Note: Copy on GREEN paper.

IAC/PSCP FORM 306.6

Yellow

CLOSE-OUT COST SUMMARY

LEA: _____ DATE: _____

PROJECT TITLE: _____ PSC NO: _____

	PUBLIC SCHOOL CONSTRUCTION	LOCAL AND OTHER
Allocation:	$	$
Cash Disbursements:	$	$

	APPROVED CONTRACTS	EXPENDITURES	BALANCE	APPROVED CONTRACTS	EXPENDITURES	TOTAL EXPENDITURES
Construction						
A/E						
Related Costs						
Total						

I hereby certify that the data shown hereon is correct and request this project be closed.

_____

Signature of LEA Representative

FOR STATE USE ONLY

ADJUSTMENTS:

Allocation: $ _____

Cash: $ _____

Initials	
Date	

AUDIT COMMENTS:

Initials	
Date	

INSTRUCTIONS FOR COMPLETION OF FORM 306.6

1. Project Title Use full subject as approved by the IAC.

2. PSC No List all the numbers applicable to the capital project, i.e., each funding fiscal year for a project.

3. All amounts shall be rounded to the nearest whole dollar.

4. Public School Construction; Local and Other

   A. Allocation Insert sum total of allocations for all funding years applicable to the completed project.

   B. Cash Insert sum total of cash disbursements for all funding years applicable to the completed project.

   C. Approved Contracts Insert sum total of approved contracts by category for all funding years applicable to the completed project.

   D. Expenditures Insert sum total of expenditures by category claimed against State funding for all funding years applicable to the completed project. (Amounts should be actual disbursements per LEA records.)

   E. Balance Insert difference between approved contracts and expenditures by category (PSC only).

5. Total Expenditures Insert sum total of all expenditures for all funding sources.

6. Signature This form must be signed by the LEA superintendent or his authorized representative.

7. It is imperative that the following documents be included with this report:

   A. Final Contractor's Requisition

   B. Architect's Certificate of Completion

   C. Local Education Agency's Certificate of Acceptance

Note: Copy on YELLOW paper.

IAC/PSCP FORM 501.1

CHANGE IN STATUS OF A SCHOOL FACILITY

LEA: _____ DATE: _____

NAME OF PROPERTY: _____ SRC: _____

LOCATION: _____

1. Check one:

Approval of: ____ Disposal of Property ____ Easement/R.O.W. (over one acre)

Notification of: ____ Change Name/Educational Function ____ Closure

____ Easement/R.O.W. (less than one acre)

2. Size of existing site in acres: _____

3. Size of Easements, R.O.W. or property being transferred in acres: _____

4. Project Data:

	Date of Acquisiton/ Contract	Area/ Square Feet	State Cost	Local Cost
Land	_____	_____	$ _____	_____
Original Building	_____	_____	$ _____	_____
Addition/Renovation	_____	_____	$ _____	_____
Addition/Renovation	_____	_____	$ _____	_____
Addition/Renovation	_____	_____	$ _____	_____

5. Justification of LEA Request: _____

_____

_____

_____

_____

6. To whom will property be conveyed? _____

_____

7. Proposed use of building and/or site: _____

_____

8. Requesting approval of the State Superintendent of Schools? ____ YES ____ NO

NOTE: SEE INSTRUCTIONS FOR REQUIRED ATTACHMENTS.

_____

Superintendent of Schools

INSTRUCTIONS FOR COMPLETION OF FORM 501.1

For disposal of property:

1. Complete all sections of the form.
2. Attach: LEA resolution and site plan.

For easement or R.O.W. (over one acre or less than one acre):

1. Complete sections 1, 2, 3, and 6.
2. Attach: LEA resolution and site plan.

For change of name/educational function:

1. Provide new name or new educational function in section 5, Justification.
2. Attach: LEA resolution.

For closure:

1. Complete sections 1, 4, 5 and 7.
2. Attach: LEA resolution.

MAINTENANCE EXPENDITURES REPORT

IAC/PSCP FORM 803.1

LEA: _____

FOR THE FISCAL YEAR ENDING: JUNE 30, _____ NUMBER OF PUBLIC SCHOOLS MAINTAINED: _____

EXPENDITURE CATEGORY		AFR* DATA		ADJUSTED EXPENDITURE
A. MAINTENANCE OF PLANT	1	$ _____ AFR 1.2.07.	2	$ _____ see note (a)
B. FIXED CHARGES	3	$ _____ AFR 1.2.08.	4	$ _____ see note (b)
C. CAPITAL OUTLAY	5	$ _____ AFR 1.2.11.	6	$ _____ see note (c)
D. SCHOOL CONSTRUCTION FUND	7	$ _____ AFR 3.2.00.	8	$ _____ see note (d)
E. CURRENT EXPENSE FUND	9	$ _____ AFR 1.2.00.		
F. TOTAL MAINTENANCE			10	$ _____ lines 2 + 4 + 6 + 8
G. TOTAL FUNDING			11	$ _____ lines 7 + 9
H. MAINTENANCE AS A % OF TOTAL FUNDING			12	_____ % line 10 as % of line 11

I. AREA MAINTAINED		Public school bldgs		Relocatables		
TOTAL AREA	13	_____ Gross sq ft	14	_____ Gross sq ft	15	_____ lines 13 + 14

*Annual Financial Report

_____ Signature of LEA Representative

_____ Date

INSTRUCTION FOR COMPLETION OF IAC/PSCP FORM 803.1

General Note:

Record all expenditures to the nearest dollar. All expenditures shall be from the audited Annual Financial Report (AFR), Section A as submitted to MSDE every November.

A. Maintenance of Plant:

NOTE (a) Record on line 1 the sum of expenditures from the following expenditure objects:

1.2.07.1 Salaries and Wages
1.2.07.2 Contracted Services
1.2.07.3 Supplies and Materials
1.2.07.4 Other Charges
1.2.07.5 Equipment

Record on line 2 the sum of line 1 and expenditures attributable to the maintenance of plant from other expenditure objects (i.e., 1.2.06. Operation of Plant).

B. Fixed Charges:

NOTE (b) Record on line 3 all fixed charges, as defined by 1.2.08, as 20% of the actual expenditures from the object/sub-object Maintenance of Plant 1.2.07.1 - Salaries and Wages (incorporated in line 1).

Record on line 4 the sum of the fixed charges from line 3 and 20% of the fixed charges of any expenditures from another Salaries and Wages sub-object that has been included in the sum on line 2.

C. Capital Outlay:

NOTE (c) Record on line 5 the Capital Outlay as reported on expenditure object 1.2.11.

Record on line 6 the sum of expenditures, attributable only to plant maintenance,* from the following expenditure object/sub-objects:

1.2.11.5.02 School Site Improvements
1.2.11.5.03 Buildings and Additions
1.2.11.5.04 Remodeling
1.2.11.5.99 Other

D. School Construction Fund:

NOTE (d) Record on line 7 the total amount that has been entered in the audited Annual Financial Report, Section A - Consolidated Report, School Construction Fund (page E-2-12).

Record on line 8 the sum of expenditures, attributable only to plant maintenance,* from the following expenditure object/sub-objects that apply:

3.2.5.02	School Site Improvements
3.2.5.03	Buildings and Additions
3.2.5.04	Remodeling
3.2.5.07	Additional Equipment
3.2.5.99	Other

E. Current Expense Fund:

Record on line 9 the total amount that has been entered in the audited Annual Financial Report, Section A - Consolidated Report, Total Current Expenditures (page E-2-11).

F. Total Maintenance:

Record the sum of lines 2, 4, 6, and 8 on line 10; this is the total maintenance expenditure for the LEA for the fiscal year.

G. Total Funding:

Record the sum of lines 7 and 9 on line 11; this is the total funding for the LEA for the fiscal year.

H. Maintenance as a % of Total Funding:

Record maintenance expenditures as a percentage of total funding on line 12.

I. Area Maintained:

Record on lines 13 and 14 the gross square foot areas of all public school buildings (include leased space, and locally owned & state owned relocatables) that are maintained by the local school system. Do not include support facilities such as administrative buildings, garages, and service buildings.

Record the sum of lines 13 and 14 on line 15.

* Expenditures which add to the existing facility's asset value, whether paid for out of current funds (Current Expense Fund) or other funds (School Construction Fund), are not attributable to plant maintenance and should not be recorded on lines 6 or 8.

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